Guide 56

EUB

Energy Development Applications and Schedules

October 2003

Alberta Energy and Utilities Board

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Section 1 Introduction

1.1 Purpose of This Guide

The Alberta Energy and Utilities Board (EUB) *Guide 56: Energy Development Applications and Schedules* presents the requirements and procedures for filing a licence application to construct or operate any petroleum industry energy development that includes facilities, pipelines, or wells.

Guide 56 is incorporated by reference into the Oil and Gas Conservation Regulations (OGCR) and serves as an extensive reference document about the rules that govern energy development in Alberta. By definition, a guide is not all encompassing and may not cover all situations. Operators, licensees, and applicants must be familiar with all provincial and federal legislation related to energy development. If a unique situation arises for an energy development proposal that is not covered in this guide, contact EUB Facilities Applications for further direction.

When an applicant files a licence application with the EUB's Facilities Applications group, it makes a commitment that it understands and will follow the appropriate participant involvement, audit, and technical requirements for energy developments as described throughout *Guide 56*.

Guide 56 is both a procedural manual on how to file a licence application and a regulatory document on the licence application process. While *Guide 56* encompasses the legal requirements of all licensees under the OGCR, the Pipeline Regulations, and other regulations stipulated by the EUB, approvals or licences from other government agencies may be required outside the *Guide 56* licensing process.

1.2 What's New in *Guide 56*

Guide 56 has been restructured so that there are stand-alone sections for facility, pipeline, and well applications. Each of these sections includes details on participant involvement and technical requirements specific to that licence application type.

A summary of the changes in this edition of *Guide 56* is found in Appendix 1.

Guide 56 introduces the term "participant involvement" for the practice of developing and implementing a communication program between participants who may be interested in or potentially directly and adversely affected by a proposed energy development.

1.2.1 For the Electronic User

Guide 56 has been reformatted with electronic links to assist users in moving quickly from one section to another, as well as linking to applicable regulations, Web sites, or publications recommended by *Guide 56*.

1.2.2 Electronic Application Submission

Facilities Applications' new Electronic Application Submission (EAS) system will be available initially for well licence applications only.

1.3 How to Use This Guide

The main sections of *Guide 56* are as follows:

- Section 2: Participant Involvement describes two tiers of personal consultation and notification: required and expected. In addition, this section lists the information an applicant must include as part of its public information package and describes the EUB's suggested process for dealing with outstanding public or industry concerns/objections. Participant involvement requirements and expectations for specific licence application types are in Sections 5, 6, and 7.
- Section 3: Energy Development Licence Applications describes requirements and expectations that apply to all licence application types.
- Section 4: Application Audit Process gives an overview of the Facilities Applications' audit process and the audit requirements that apply generally to all applicants. Detailed audit document requirements for specific licence application types are in Sections 5, 6, and 7.
- Section 5: Facility Licence Applications describes the application procedures specific to applying for a facility licence. This section is followed by Schedule 2: Facility Licence Application and Schedule 2.1: Working Interest Participants - Facilities.
- Section 6: Pipeline Licence Applications describes application procedures specific to applying for a pipeline or pipeline installation licence. This section is followed by Schedule 3: Pipeline Licence Application and Schedule 3.1: Pipeline Segment/Pipeline Installation Identification.
- Section 7: Well Licence Applications describes application procedures specific to applying for a well or multiwell licence. This section is followed by Schedule 4: Well Licence Application, Schedule 4.1: Working Interest Participants - Wells, Schedule 4.2: Multiwell Pad Location, and Schedule 4.3: Well H_2S Information.
- Appendices 1 through 12 contain supporting reference documentation.

1.4 Requirements, Enforcement, and Expectations

EUB requirements and recommended practices are numbered sequentially within each section of *Guide 56*. "Must" indicates a requirement, and "recommends" and "expects" indicate a recommended practice. *Guide 56* differentiates between the concepts "requirement/must" and "expectation/should":

- Regulatory requirements are those rules that industry has an obligation to meet and against which Facilities Applications may take enforcement action in cases of noncompliance. Regulatory requirements are identified as "must" statements in the text.

- Regulatory expectations represent recommended best practices or guidelines. Regulatory expectations are identified as "expect" statements in the text. While enforcement action is not applicable, expectations should be given consideration.

Table 4.1: Consequences for unsatisfactory events is a comprehensive list of all enforceable items related to energy development licence applications covered in *Guide 56*. Individual unsatisfactory items and related enforcement are not identified elsewhere in the text.

1.5 Continuous Improvement

Facilities Applications gathers information on the efficiency and effectiveness of *Guide 56* and the licence application process through application auditing and data retention activities, as well as by soliciting feedback from stakeholders.

As part of this commitment to continuous improvement, Facilities Applications anticipates the evolution of the procedures described in *Guide 56* in order to meet and exceed the needs of all stakeholders.

1.6 Guide 56 Help

Visit the EUB's *Guide 56* Web page to link to frequently asked questions (FAQs), on-line schedules, and other information about ongoing *Guide 56* initiatives, http://www.eub.gov.ab.ca/BBS/requirements/Guides/g56.htm

If after careful study, you have a specific question not covered in this guide or available as an FAQ, contact EUB Facilities Applications at

Phone: (403) 297-4369
Fax: (403) 297-4117
E-mail: mailto:Guide56.help@gov.ab.ca

Section 2 Participant Involvement

2.1 Overview

"Participant involvement" is an umbrella term encompassing all aspects of public, industry, and regulator interactions and communications. While the three main participant groups in energy development are industry, the public, and the EUB, it is recognized that other groups also have a stake in energy development.

While the outcomes of most participant involvement programs are successful, *Guide 56* provides the energy industry with requirements and expectations to assist industry in its participant involvement efforts. Applicants must consider requirements and expectations both in advance of submitting an application for energy development and throughout the life of that development.

Most land in Alberta carries two titles and two sets of rights. The surface title gives the landowner control of the land's surface and the right to work it. The mineral title gives the company or the person who owns the minerals under the land the right to explore for oil and gas.

Industry is required to develop an effective participant involvement program that includes parties whose rights may be directly and adversely affected by the nature and extent of the proposed application. The development and implementation of this program occur prior to the filing of an application to Facilities Applications and include distributing the applicant's information package and the required EUB publications, responding to questions and concerns, discussing options, alternatives, and mitigating measures, and seeking confirmation of nonobjection through cooperative efforts. Industry is also expected to be sensitive to the timing constraints on the public (e.g., planting, harvesting, and calving seasons and statutory holidays).

The public is strongly encouraged to participate in ongoing issue identification, problem solving, and planning with respect to local energy developments. Early involvement in informal discussions with industry may lead to greater influence on project planning and mitigation of impacts. The public is also expected to be sensitive to the timing constraints on the applicant.

Participant involvement does not end with the issuance of a licence; it must continue throughout the life of the project. The development and creation of synergy groups at an early stage of the participant involvement program, especially in highly developed areas, assists in fostering a collective and amenable approach to energy developments in the area.

All requirements and expectations detailed in this section apply to personal consultation and notification with all potentially directly and adversely affected persons, including First Nations and Métis. These requirements and expectations apply to the licensing of all new energy developments and all modifications to existing energy developments, as covered in *Guide 56*.

A discussion of the concept and employment of participant involvement programs is in Appendix 12.

2.2 Planning a Participant Involvement Program

Guide 56 sets out the minimum consultation and notification requirements for the various energy developments in Tables 5.1, 5.2, 6.1, 6.2, and 7.1. These tables provide industry with a starting point for developing a participant involvement program, and as such should not be viewed as the maximum. It is industry's responsibility to assess the area beyond the specified minimum to determine if the radius of investigation recommended by *Guide 56* should be expanded. It may be necessary to increase the radius to include public interest groups or others who have expressed an interest in development in the area.

Local authorities and Alberta Sustainable Resource Development (SRD) play an important part in the plan for orderly land use and should be involved at an early stage in planning an energy development and participant involvement program. Additionally, local authorities, EUB Field Centre staff, and the applicant's previous knowledge of the area may help identify needs in the community.

Project-specific participant involvement requirements are given in Sections 5.8, 6.8, and 7.8.

2.2.1 Who to Include

Numbered statements represent requirements and expectations (see Section 1.4).

1) The applicant must develop and complete the participant involvement program prior to filing an energy development application.

2) As a minimum, the applicant must ensure that the participant involvement program includes the radius recommended by Tables 5.1, 5.2, 6.1, 6.2, and 7.1.

3) The applicant must include all parties whose rights may be directly and adversely affected. This includes parties with a direct interest in land, such as landowners, residents, occupants, other industry players, local authorities, municipalities, and other parties who have a right to conduct an activity on the land, such as Crown disposition holders.

4) The applicant must include people with special needs who reside in the area; "special needs" includes those with pre-existing medical conditions and those who require evacuation assistance. While these people are to be included, sensitive materials and information should be kept confidential.

5) The applicant must allow participants a minimum of 14 calendar days to receive, consider, and respond to notification of the proposed development. The applicant may file an application prior to the 14-calendar-day period if certain conditions have been met. Refer to Section 2.3.2.

6) The applicant is expected to communicate with local residents and other operators and to develop an effective participant involvement program engaging both potentially directly and adversely affected and interested parties at an early stage of planning.

7) The applicant is expected to consult with or to notify other parties that express an interest in the proposed development, whether located inside or outside the minimum radius outlined in Tables 5.1, 5.2, 6.1, 6.2, and 7.1 and to allow them the opportunity to obtain information specific to the proposed energy development and to understand its possible impacts.

8) The applicant is expected to document commitments made and have a process in place to monitor and follow up on commitments.

9) The applicant is expected to have consideration for the timing constraints on the public (e.g., planting, harvesting, and calving seasons and statutory holidays).

10) The applicant is expected to minimize the cumulative impacts of energy development and to show that they have applied good planning practices with respect to the public and the environment.

11) If the proposed development is part of a larger project, the applicant is expected to discuss the entire project and explain how it complements other energy development in the area.

12) During the planning of its participant involvement program, the applicant will have assessed its need to reach the broader public and may determine that an information session or public open house meeting is required. When holding broader public meetings or open houses, the applicant must disclose the same project-specific information as it would to those involved in personal consultation and notification. However, information sessions or public open houses may not be a substitute for meeting minimum consultation requirements. Contact the EUB for advice on how to best proceed.

In situations where it is intended to test a proposed well by flaring or incinerating gas, the applicants should consider expanding the minimum resident notification to the distances specified in *Guide 60* for well test flaring:

- 1.5 kilometres (km) for oil wells,
- 1.5 km for gas wells containing less than 10.0 moles per kilomole (mol/kmol) of hydrogen sulphide (H_2S), and
- 3.0 km for gas wells where the gas contains greater than or equal to 10.0 mol/kmol H_2S.

2.2.2 What Information to Disclose

13) Information packages must be developed and distributed to all parties included in the participant involvement program.

The EUB public information documents include

- letter from the Chairman of the EUB,
- the EUB brochure *Understanding Oil and Gas Development in Alberta*,
- the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide*,
- EUB EnerFAQs publications that relate to the type of energy development proposed (i.e., facility, pipeline, or well) (see Appendix 11).

14) The applicant's project-specific information package must provide the specific details of the proposed energy development.

15) The applicant must use appropriate language and terminology in the written materials so that the participants can clearly understand the details of the proposed development and the impact(s) it may have upon them.

16) The following details must be included in the applicant's project-specific information package:

    a) applicant name and contact numbers for further information,

    b) emergency contact number of the applicant/operator,

    c) location of proposed energy development,

    d) a description (category type) of the proposed energy development (e.g. well with no H_2S, coalbed methane well, oil satellite with less than 1 tonne per day sulphur inlet),

    e) need for the proposed development and explanation of how it fits with existing and future plans,

    f) type of substance(s) that will be processed, transported, or drilled for,

    g) discussion of the presence of H_2S and associated setbacks as detailed in *Interim Directive (ID) 97-06: Sour Well Licensing and Drilling Requirements* and Tables 5.3, 6.3 and 7.5,

    h) discussion of the potential restrictions regarding developing lands adjacent to the proposed development, such as setbacks,

    i) description of proposed on-site equipment,

    j) potential flaring operations (need, duration, timing, alternative measures, and other implications of *Guide 60: Upstream Petroleum Industry Flaring, Incinerating, and Venting Guide*),

    k) potential sources of emissions and odours during normal operating conditions (including trucking operations) and measures to control or eliminate them,

    l) proposed project schedule for construction and start-up,

    m) anticipated noise level and description of proposed mitigative measures, if required,

n) traffic impacts (types of vehicular traffic to be expected, duration, frequency, and dust control measures),

o) the participants' location relative to the emergency planning zone (EPZ) (see *Guide 71: Emergency Preparedness and Response for the Upstream Petroleum Industry*),

p) derrick height (private unregistered and unlighted airstrips notifications only), and

q) the list of available EUB public information documents and their availability from the applicant:

- brochure, *Understanding Oil and Gas Development in Alberta*
- *EnerFAQs No. 4: All About Critical Sour Wells, No. 5: Explaining EUB Setbacks, No. 6: Flaring, No. 8: Proposed Oil and Gas Development: A Landowner's Guide,* and *No. 9: Animal Health*

17) If any of the above project details are not applicable to the proposed energy development, the applicant's project-specific information letter must explain why the detail is not applicable.

18) The applicant is expected to include any other information that would assist the participant in understanding the proposed development (e.g., soil information, water well testing, maps).

2.3 Implementing the Participant Involvement Program

19) The development and implementation of the participant involvement program must occur prior to the filing of an application with EUB Facilities Applications. This includes

- the distribution of a project-specific information package and the EUB public information documents,
- responding to questions and concerns,
- discussing options, alternatives, and mitigating measures, and
- seeking confirmation of nonobjection through cooperative efforts.

20) The applicant must always close the participant involvement loop, even if the application is withdrawn. This means that all parties included in the participant involvement program must continue to be included in all correspondence and information updates during the development, implementation, and outcome of the proposed project.

a) If the scope of the project changes, such as a change to the surface location, the applicant must notify all parties included in the initial consultation program of the proposed change.

        i) If the project change results in the inclusion of new participants, the applicant must meet all participant involvement requirements in regard to the new participants as well.

    b) The applicant must advise all parties (public and industry) if it has decided not to proceed with the proposed project after having initiated a participant involvement program.

    c) The applicant must provide notification to all participants (public, industry and regulatory) when a change in circumstances does not allow previous commitments to be met.

2.3.1 Personal Consultation and Confirmation of Nonobjection

Personal consultation is intended to inform parties whose rights may be directly and adversely affected by the nature and extent of the proposed application. Questions raised during the discussion of the proposed energy development should alert the applicant to potential concerns/objections. Through discussions the applicant may be able to confirm nonobjection; if not, the applicant must file a nonroutine application.

21) The applicant must fulfill the requirements for the minimum radius of personal consultation and confirmation of nonobjection set out in Tables 5.1, 5.2, 6.1, 6.2, and 7.1. It is the applicant's responsibility to determine if the recommended radius needs to be expanded for the proposed development.

22) The applicant must conduct face-to-face visit(s) or telephone conversation(s) with all identified parties.

23) A company representative with full knowledge of the overall plans and direction of future development options must be available to answer questions either in person or by telephone.

24) The applicant must use appropriate language and terminology both in conversations and written materials so that the participants can clearly understand the details of the proposed development and the impact it may have upon them.

25) The applicant must provide information packages to those persons whose rights may be directly and adversely affected, as set out in Tables 5.1, 5.2, 6.1, 6.2, and 7.1, and be prepared to discuss the project as necessary.

26) The applicant must provide the following information when personal consultation is required:

    a) the applicant's project-specific information package,

    b) the letter from the Chairman of the EUB,

    c) the EUB brochure *Understanding Oil and Gas Development in Alberta*, and

d) the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide.*

27) The applicant must offer the participants copies of other EUB EnerFAQs publications that relate to the proposed energy development and document its distribution for audit purposes (see Appendix 11).

28) The required information packages may be distributed during the personal consultation meeting or forwarded later as follow-up to the personal consultation phone call/meeting. Packages may be forwarded by courier, mail, fax, e-mail, or other means as agreed upon by the parties.

29) If the participant does not want a copy of the required information package(s), the applicant must document the refusal for audit purposes. The refusal of an information package does not require a nonroutine application to be submitted.

30) When confirmation of nonobjection is required, the applicant must ensure that there are no outstanding concerns/objections to the EUB issuing a licence for the proposed energy development.

31) The applicant must keep a log of the dates that personal consultation and confirmation of nonobjection occurred, when materials were distributed/received, and to whom.

32) The applicant is accountable for the outcomes of personal consultation completed on its behalf by contracted personnel. Therefore, the applicant must ensure that individuals conducting personal consultation on its behalf

    a) possess a sound understanding of regulatory requirements and expectations for participant involvement, and

    b) use appropriate language and terminology in the written materials so that the participants can clearly understand the details of the proposed development and the impact it may have upon them.

2.3.2 Notification

Notification differs from personal consultation in that the initial communication may take place through written correspondence rather than face to face or in telephone conversations.

Determining that participants have received information packages will reduce the possibility of late (postapproval) concerns/objections and requests for review under the Energy Resources Conservation Act, Sections 39 or 40. Applicants may choose to use registered mail or courier to ensure that the participants receive the information packages or to document attempts made to involve the participants.

33) The applicant must fulfill the notification requirements for the minimum radius of notification set out in Tables 5.1, 5.2, 6.1, 6.2 and 7.1. It is the applicant's

responsibility to determine if the recommended radius of notification needs to be expanded for the proposed development.

34) If the notified party indicates it would prefer personal consultation, a company representative with full knowledge of the overall plans and direction of future development options must be available to answer questions either in person or by telephone.

35) The applicant must use appropriate language and terminology in conversations and written materials so that the participants can clearly understand the details of the proposed development and the impact it may have upon them.

36) The applicant must provide a copy of its project-specific information package and the letter from the Chairman of the EUB and offer the participants copies of

    a) the EUB brochure *Understanding Oil and Gas Development in Alberta,*

    b) the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide*, and

    c) the EUB EnerFAQs listed in Appendix 11.

37) The applicant must allow a minimum of 14 calendar days for the participants to receive, consider, and respond to the notification and be prepared to discuss the project as necessary.

    a) If the applicant has fulfilled the personal consultation requirements in lieu of the notification requirements, the applicant may file the energy development application once it has completed personal consultation and acquired confirmation of nonobjection.

38) The applicant is accountable for the outcome of notification completed on its behalf by contracted personnel. Therefore, the applicant must ensure that individuals conducting notification on its behalf

    a) possess a sound understanding of regulatory requirements and expectations for participant involvement, and

    b) use appropriate language and terminology in the written materials so that the participants can clearly understand the details of the proposed development and the impact it may have upon them.

2.3.2.1 Extended Absences

Guide 56 requires applicants to notify all potentially directly and adversely affected parties. In some instances landowners and residents may be away for extended periods, such as on vacation, or they may reside out of the province.

39) When the applicant must personally consult with participants in the notification radius and is unable to do so, the applicant is expected to use courier or registered mail to send letters and information packages.

40) If the applicant is unable to fulfill all *Guide 56* participant involvement requirements, it must file a nonroutine application and demonstrate the efforts made to contact the participants in the notification radius.

2.3.3 Addressing Concerns/Objections

Guide 56 recommends that all applicants address and attempt to resolve outstanding concerns/objections prior to filing the application with EUB Facilities Applications.

41) At any time during the planning, construction, and operation of a project, the applicant must attempt to address outstanding concerns/objections raised by potentially affected or interested parties

    a) to reconcile differences where possible, and

    b) to obtain confirmation of nonobjection.

42) The applicant must attempt to address all questions and concerns/objections regarding the proposed development prior to filing and during the review of the energy development application, regardless of whether the party involved is inside or outside the minimum radius of Tables 5.1, 5.2, 6.1, 6.2, and 7.1.

To address outstanding concerns/objections, the applicant may choose to

- meet with objectors and attempt to resolve issues through informal "kitchen table" discussions,
- contact the nearest EUB Field Centre to request field facilitation,
- pursue resolution through a formalized appropriate dispute resolution (ADR) process, or
- request a Board disposition, such as a public hearing.

The participant involvement process is fully described in Appendix 12.

If the applicant pursues field facilitation and the concerns/objections are subsequently resolved and confirmation of nonobjection is obtained where required, the applicant may file a routine application (see Section 3.8.1). However, if the application is nonroutine (see Section 3.8.2) for technical reasons or it is an EUB-deemed nonroutine application, the applicant must file a nonroutine application.

43) If concerns/objections cannot be resolved through field facilitation and the applicant intends to proceed with the project, the applicant must file a nonroutine application for reasons of participant involvement. The applicant may request an EUB hearing in parallel with the ADR process.

44) When filing a nonroutine application for reasons of participant involvement, the applicant must include a written summary of the outstanding concerns/objections for EUB review and consideration (see Sections 5.11, 6.11, and 7.12).

2.3.3.1 Compensation

Matters of compensation are not within the EUB's jurisdiction. If a surface rights agreement is unobtainable from the landowner solely due to compensation issues, the applicant may request that the EUB issue the licence to allow the applicant to apply to the Surface Rights Board (SRB) for a right-of-entry order.

45) The applicant may file a routine licence application if the landowner confirms in writing that compensation is the only issue and there are no concerns/objections to the EUB issuing a licence, so that the parties may proceed to the SRB.

46) If landowner confirmation as described above cannot be obtained, the applicant must file a nonroutine application.

47) The applicant must file a nonroutine application if there are unresolved compensation issues identified by participants other than the surface landowner.

2.4 Documenting the Participant Involvement Program

It is in the applicant's best interest to understand the audit requirements for participant involvement. The applicant should develop an audit documentation package early and build it throughout the process.

48) The applicant must retain communication logs, records of confirmation of nonobjection letters, and registered mail/courier tracking for audit purposes.

49) The applicant must retain personal consultation and notification documents for audit purposes.

50) The applicant must retain documentation of resolution of concerns/objections that occurred prior to filing an application.

Additional discussion related to documentation requirements are in Sections 5, 6, and 7.

2.5 Expiry of the Personal Consultation and Notification Program

All facility, pipeline, and well licences issued under *Guide 56* expire 1 year from date of issue if not acted on (i.e., if clearing or construction has not begun). If a licence expires, any associated personal consultation and notification also expires.

51) If a licence expires and the licensee intends to proceed with the project, the licensee must submit a new licence application to EUB Facilities Applications and must consult again on the proposed project or be able to demonstrate that personal consultation and/or notification updates have been conducted.

52) A personal consultation and notification program is only valid for one energy development. Therefore, the applicant must initiate a new or updated personal consultation and notification program for additional applications and licence amendment applications.

In some instances the complexity of a project may have required that the personal consultation and notification be initiated well in advance of the licence application being submitted to Facilities Applications.

53) The participant involvement program must be current when the application is filed regardless of when the program was initiated.

54) If the personal consultation and notification program is initiated well in advance of the application submission date, the applicant is required to continue personal consultation and notification throughout the application process by providing participants with status updates on the proposed development.

If the EUB determines that the initial communication was incomplete or that the consultation is no longer current, the applicant may be directed to fulfill participant involvement requirements.

55) In cases where concerns/objections have been expressed, the applicant is expected to close the participant involvement loop by explaining the outcome of the application to those parties included in the participant involvement program. This should include what will be done next and an explanation of how the applicant will meet any commitments made during the participant involvement process, with an emphasis on ongoing information sharing.

56) The applicant must attempt to address concerns/objections and answer questions raised by members of the public, industry, government representatives, First Nations, Métis, and other interested parties throughout the life of a project.

Section 3 Energy Development Licence Applications (Schedule 1)

3.1 Overview

This section describes the energy development licensing application process.

All applicants have the responsibility to understand and comply with legislative and regulatory requirements. The EUB continues to work with applicants new to the licensing process or experiencing difficulties.

Schedule 1 is required for all energy development applications processed through *Guide 56*, regardless of type or size of project. Each applicant must submit Schedule 1 as the cover schedule, along with one or more facility, pipeline, or well licence applications. All licence applications associated with a specific project may be submitted under one Schedule 1.

All energy development applications are filed based on category (letter) and type (number). There are four categories of energy developments, B through E, based on increasing sulphur inlet rates, H_2S release volumes, and H_2S release rates for the proposed facilities, pipelines, and wells. Each application category is subdivided into application types that are assigned a three-digit code.

Category designations also give an applicant the option of applying for multiple facilities, pipelines, and wells together as a project submission. A project is defined as a network of facilities, pipelines, and/or wells that connect to a common facility. A project submission may consist of a single licence application or of multiple licence applications of related facilities, pipelines, and wells. A project submission must be submitted under one applicant company name.

If an application is incomplete, the EUB closes the file and advises the person identified in the Contact Name field in writing of the reason for the closure. To reapply, the applicant must submit a new, complete licence application after having met all applicable requirements.

3.2 Considerations Prior to Filing a Licence Application

There are many factors to consider prior to filing an energy development licence application (see Figure 3.1). For instance, have all mineral rights been secured? Are there outstanding concerns/objections to the licence application? Are licences/approvals required from other agencies?

Numbered statements represent requirements and expectations (see Section 1.4).

1) Prior to submitting an energy development licence application to EUB Facilities Applications, the applicant must

   a) retain documentation of contact with or approval from other parties, including those identified in Tables 5.1, 5.2, 6.1, 6.2, and 7.1, for EUB audit purposes;

b) obtain an EUB business associate (BA) code from the Petroleum Registry of Alberta (Section 3.2.1) and a licensee eligibility attribute from EUB Corporate Compliance (see *ID 2000-07: Licence Eligibility and Qualifications for Potential Licensees and Agents)*—all applicants/consultants must have a BA code;

c) retain documentation to support the applicant's participant involvement program (Section 2 and Tables 5.1, 5.2, 6.1, 6.2 and 7.1); and

d) retain copies of all design work and other supporting documentation for the application as required.

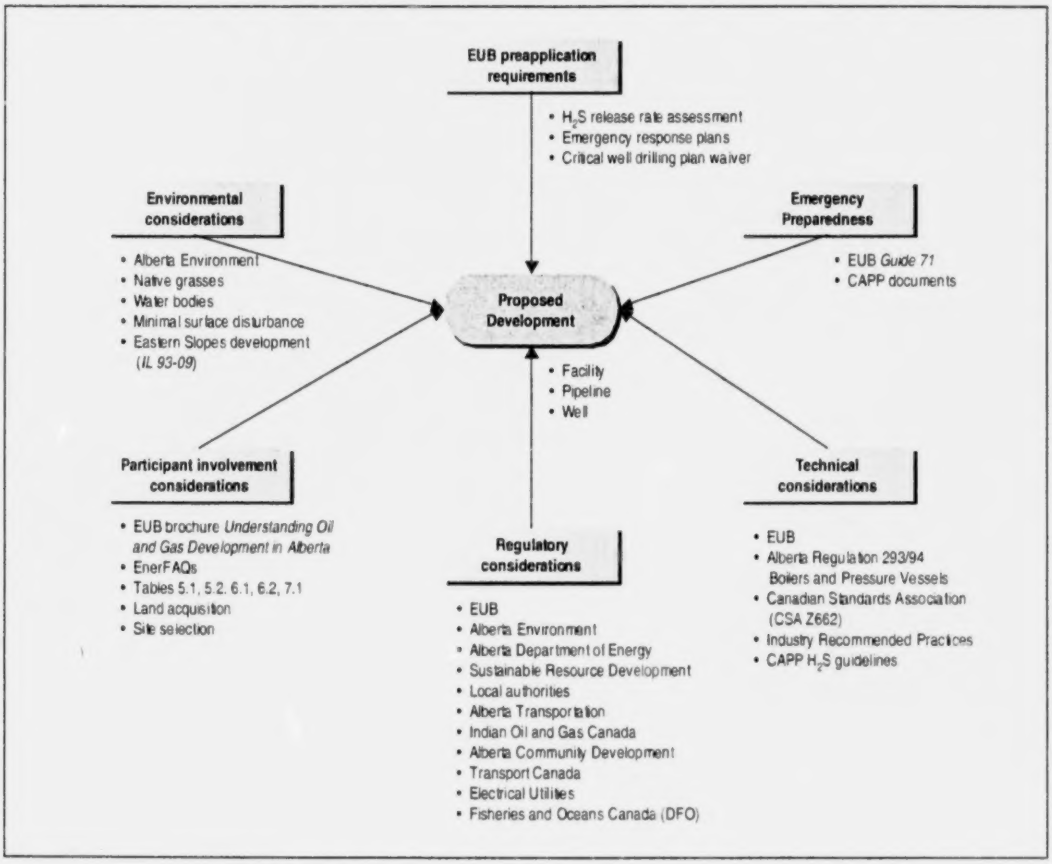

EUB preapplication requirements
• H_2S release rate assessment
• Emergency response plans
• Critical well drilling plan waiver
Environmental considerations
• Alberta Environment
• Native grasses
• Water bodies
• Minimal surface disturbance
• Eastern Slopes development (IL 93-09)
Emergency Preparedness
• EUB Guide 71
• CAPP documents
Proposed Development
• Facility
• Pipeline
• Well
Participant involvement considerations
• EUB brochure Understanding Oil and Gas Development in Alberta
• EnerFAQs
• Tables 5.1, 5.2, 6.1, 6.2, 7.1
• Land acquisition
• Site selection
Technical considerations
• EUB
• Alberta Regulation 293/94 Boilers and Pressure Vessels
• Canadian Standards Association (CSA Z662)
• Industry Recommended Practices
• CAPP H_2S guidelines
Regulatory considerations
• EUB
• Alberta Environment
• Alberta Department of Energy
• Sustainable Resource Development
• Local authorities
• Alberta Transportation
• Indian Oil and Gas Canada
• Alberta Community Development
• Transport Canada
• Electrical Utilities
• Fisheries and Oceans Canada (DFO)

Figure 3.1. Considerations prior to filing a licence application

3.2.1 Business Associate Codes

BA codes, referred to as EUB Identification or Operator Codes in Section 21(1) of the Oil and Gas Conservation Act (OGCA), are obtained from the Petroleum Registry of Alberta. The EUB cannot consider a licence application unless the applicant and consultant each has a valid BA code and the applicant has obtained a licensee eligibility attribute from EUB Corporate Compliance (see *ID 2000-07*).

3.2.2 Prelicensing Approvals/Waivers

An applicant may seek a prelicensing ruling from the EUB for the following components of a well licence application:

Prelicensing approvals/waivers	EUB contact	Further information
H_2S release rate assessment	Resources Branch, Geology and Reserves	*Guide* 56, Section 7.9.15
Emergency response planning	Compliance and Operations Branch, Air and Safety Compliance	*Guide 71*
Critical well drilling plan waivers	Compliance and Operations Branch	*ID 97-06* IRP Volume 1: *Industry Recommended Practices for Drilling Critical Sour Wells*
Open-hole logging waiver	Resources Branch, Geology and Reserves	
Surface casing waiver	Compliance and Operations Branch	*Guide 56*, Section 7.9.9 *Guide 8*
Drill cuttings waiver	Resources Branch, Geology and Reserves	*Guide 56*, Section 7.9.8

Other types of waivers for well, facility, and pipeline requirements (e.g., equipment spacing, measurement) are captured through the nonroutine licence application process (Section 3.8.2).

2) When filing an application that has a prelicensing approval/waiver for surface casing or drill cuttings, the applicant must file a nonroutine application and include a copy of the approval/waiver issued.

3.3 Applicant Responsibilities

An applicant is responsible for all aspects of application development including planning the energy development, planning and conducting participant involvement, retaining supporting documents, and submitting the application. Once a licence application is approved by the EUB, the company becomes a licensee and bears responsibility for the construction, installation, and safe operation of the facility, pipeline, and/or well. The licensee is also responsible for decommissioning, dismantling, abandonment, and reclamation.

3) An applicant must obtain the appropriate EUB licence(s) prior to commencing any site preparation, construction, or operation.

   Applicants are not permitted to initiate prelease construction prior to acquiring an EUB licence. Applicants must limit prelease activities to surveying and obtaining soil samples through shovel digs or auger samples no more than 5 to 8 cm in diameter.

4) The applicant/licensee is responsible for outcomes of actions conducted on its behalf by contracted personnel.

5) The applicant/licensee is expected to maintain an ongoing dialogue with potentially directly and adversely affected parties during the life of the project.

3.4 Submission Procedures

The EUB will begin accepting on-line submissions of licence applications through the EUB's Electronic Applications Submission (EAS) system, beginning with well licence applications in late 2003. Applicants should continue to submit facility and pipeline licence applications and all audit submissions via mail or courier to

Alberta Energy and Utilities Board
Facilities Applications
640 – 5 Avenue S.W.
Calgary, AB T2P 3G4

Copies of all schedules that apply to energy development applications are in the applicable sections of *Guide 56*.

6) For data retention purposes, the applicant must ensure that schedules are printed on one side only.

3.5 Records Corrections and Licence Amendments

A records correction is used to correct inadvertent data errors or number transpositions on a valid EUB energy development licence. A licence amendment application is a change to a current licence. Additional details for records corrections and licence amendments for each licence application type are in Sections 5, 6, and 7.

3.6 Incomplete Licence Applications

The EUB cannot process an incomplete licence application. If an application has minor deficiencies, staff may notify the applicant and request that corrections be submitted within two business days.

In the case of significant deficiencies, EUB Facilities Applications will notify the applicant in writing that the application is being closed and the reason for the closure. Closed applications are not returned to the applicant. The applicant may reapply by submitting a new, complete, and accurate energy development licence application to Facilities Applications.

7) Prior to reapplying, the applicant must assess the need to update its participant involvement program if a delay in filing or potential changes to the scope of the energy development require participant updates.

Significant deficiencies include situations where the applicant

- has not included supplementary information to support a nonroutine submission,
- is not authorized to re-enter an abandoned well,
- has not answered an applicable question on a schedule,
- fails to respond to an EUB request for additional information within the specified time,
- has submitted its application on vendor forms that do not match EUB format and content,
- failed to submit all required schedules or attachments,
- has recorded three or more errors on a schedule, or
- has filed an application for an invalid category type.

If the applicant designates a consultant to prepare and file an application on its behalf, Facilities Applications staff may communicate with the consultant during the processing of the application.

3.7 Checking the Status of a Licence Application

An applicant may review the status of its licence application by accessing the Integrated Application Registry (IAR) on the EUB Web site. IAR has an on-line help system to assist users in checking the status of a licence application.

3.8 EUB Application Licensing Process

A licence issued under *Guide 56* is a licence to construct and operate a petroleum industry facility, pipeline, or well.

After Facilities Applications receives and registers an application, staff perform numerous electronic checks that determine the application's acceptability and the path for processing. This may include a preliminary technical screening that helps to identify issues that require further assessment.

All licence applications are submitted as either routine or nonroutine. An applicant chooses the type of application submission based on the responses entered on schedules. Bold responses on Schedules 2, 3, or 4 indicate that the applicant is filing a nonroutine application. Nonroutine applications are classified as either self-disclosed nonroutine or EUB-designated nonroutine. Nonroutine licence applications are further designated as participant involvement nonroutine or technical nonroutine.

3.8.1 Routine Applications

Figure 3.2 shows EUB Facilities Applications' routine application licensing process. An applicant files a routine application when

- supporting documentation demonstrates compliance with all technical and participant involvement requirements,
- there are no outstanding concerns/objections,
- the landowner agrees (in writing) to proceed to the Surface Rights Board, or
- a relaxation from regulatory requirements is not requested.

Supporting documentation is not required to be submitted with routine licence applications. However, this documentation will be required if the application is selected for an audit review. Routine applications are registered with EUB Facilities Applications and entered into a database to verify schedule data and ensure completeness and appropriate response. Schedules and attachments (including survey plans, process flow diagrams, and base maps) are manually reviewed for internal consistency and adherence to requirements, such as setbacks, survey data, and location of residents. Deficient applications are handled in accordance with Section 3.6.

Based on this review, a recommendation on the disposition of the application is made to EUB management, who further review each application before granting a licence.

3.8.2 Nonroutine Applications

Figure 3.3 shows Facilities Applications' nonroutine application licensing process. An application is considered nonroutine if the applicant cannot meet an EUB requirement, chooses to apply for a relaxation from an EUB requirement, or has been directed to file a nonroutine application by Facilities Applications.

8) All nonroutine applications must include the required documentation (see Sections 5.11, 6.11 and 7.12), an explanation of why the requirement will not be met, and alternative measures proposed to warrant relaxation of the requirement.

There are three types of nonroutine applications:

- Nonroutine—Participant Involvement
- Nonroutine—Technical
- Nonroutine—EUB Designated

3.8.2.1 Nonroutine—Participant Involvement

9) The applicant must file a nonroutine licence application for reasons of participant involvement if

    a) public/industry consultation and notification requirements are not met,

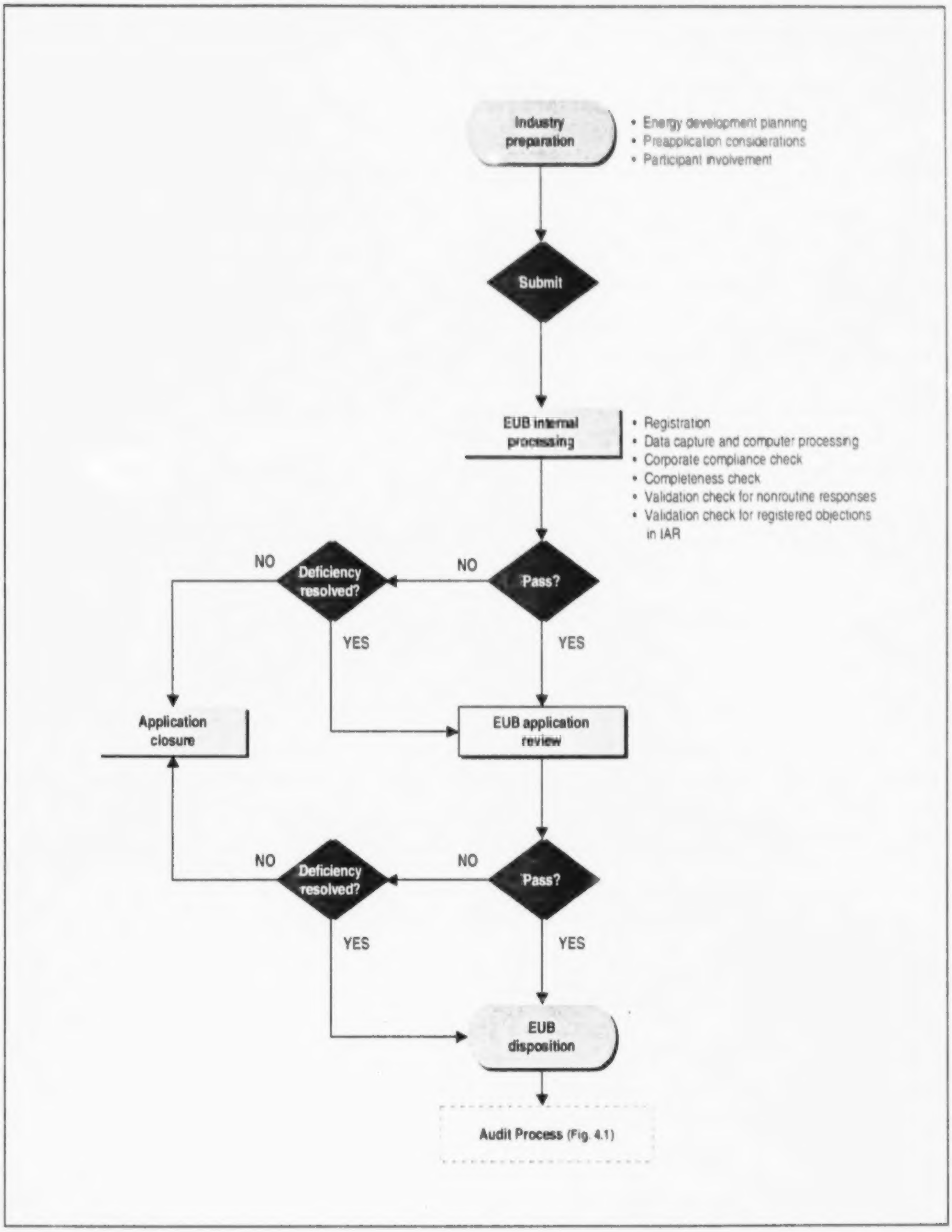

Industry preparation
• Energy development planning
• Preapplication considerations
• Participant involvement
Submit
EUB internal processing
• Registration
• Data capture and computer processing
• Corporate compliance check
• Completeness check
• Validation check for nonroutine responses
• Validation check for registered objections in IAR
NO
Deficiency resolved?
NO
Pass?
YES
YES
Application closure
EUB application review
NO
Deficiency resolved?
NO
Pass?
YES
YES
EUB disposition
Audit Process (Fig. 4.1)

Figure 3.2. Routine licence application process

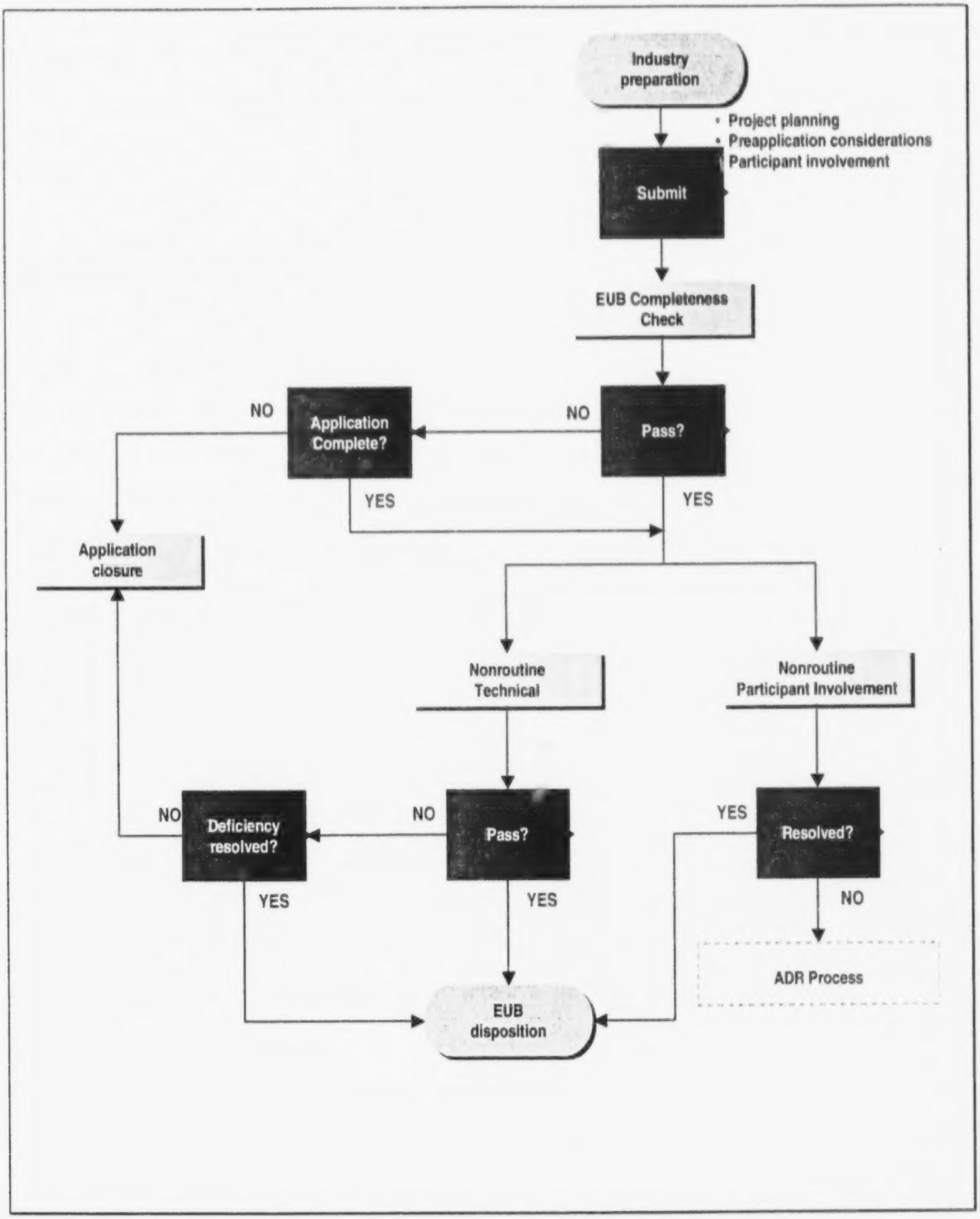


Figure 3.3. Nonroutine licence application process

b) outstanding concerns/objections, whether inside or outside the distances outlined in Tables 5.1, 5.2, 6.1, 6.2, and 7.1 were received by the applicant during the participant involvement program and remain unresolved, or

c) the applicant is unable to obtain written confirmation from the landowner that the only outstanding concern is compensation.

3.8.2.2 Nonroutine—Technical

10) The applicant must file a nonroutine licence application for technical reasons if

a) technical requirements are not met,

b) a variance from regulatory requirements is requested, or

c) the use of new technology is proposed.

3.8.2.3 Nonroutine—EUB Designated

11) The applicant must file a nonroutine licence application if

a) so directed by the EUB prior to submission,

b) outstanding concerns/objections exist for an energy development proposal that does not require a licence under *Guide 56* (see Sections 5.5, 6.5, and 7.5), or

c) the application is for

i) Category E facilities and wells,

ii) new Category C and D gas processing plants, or

iii) pipeline removal applications.

Furthermore, the EUB may designate any routine licence application nonroutine if the application

- contains inconsistent technical information,
- has associated unresolved concerns/objections in IAR,
- is part of a project application proceeding to a hearing,
- involves sensitive geographic/environmental areas,
- is the first petroleum or industrial activity into an area, or
- is filed by a company on "REFER" status (see *Informational Letter (IL) 99-04 plus Clarifications: EUB Enforcement Process*).

If this occurs, the applicant is advised, given the reasons for the nonroutine designation, and directed to address the concerns. In such cases, EUB action may range from a clarifying phone call to a partial or full prelicensing audit review of all supporting data, to the issuance of an EUB notice (see the Alberta Energy and Utilities Board Act, *Rules of Practice*).

3.9 Application Disposition

The disposition of an application may occur through the application licensing process, as a result of a Board hearing, or because of the applicant's decision not to proceed with the energy development. Examples include

- issuance of a licence by the EUB,
- denial of a licence by the EUB,
- closure of an application by the EUB, and
- withdrawal of an application by the applicant.

EUB Alberta Energy and Utilities Board

Guide 56 – Schedule 1

Applicant General Information

Day	Month	Year

APPLICANT FILE NUMBER ____________________

The applicant certifies that the information here and in all supporting documentation is correct and that the facility, pipeline, or well will be drilled, constructed, operated, amended, and abandoned in accordance with all regulatory requirements or as directed by the Alberta Energy and Utilities Board.

1. APPLICANT INFORMATION

Company Name ____________________ Applicant BA Code ____________

Contact ____________________

Telephone ____________________ Fax ____________

E-Mail Address ____________________

Consultant Company ____________________ Consultant BA Code ____________

Consultant Contact ____________________

Telephone ____________________ Fax ____________

E-Mail Address ____________________

2. APPLICATION TYPE (check all boxes that describe the application)

☐ Facility(s) ☐ Pipeline(s) ☐ Pipeline installation(s) ☐ Well(s)

3. COMPLETENESS CHECK

Enter the number of schedules, diagrams, maps, and survey plans attached.

__ Schedule 2: Facility Licence Application

__ Schedule 2.1: Working Interest Participants—Facilities

__ Process flow diagrams and plot plans (facilities and pipeline installations)

__ Schedule 3: Pipeline Licence Application

__ Schedule 3.1: Pipeline Segment/Pipeline Installation Identification

__ Base maps (pipelines/pipeline installations)

__ Schedule 4: Well Licence Application

__ Schedule 4.1: Working Interest Participants—Wells

__ Schedule 4.2: Multiwell Pad Location

__ Schedule 4.3: Well H_2S information

__ Survey plans (wells only)

4. EUB USE ONLY

Date Received ____________ Application Number ____________ Reviewed by: ____________

Field Centre Code ____________ ☐ Routine ☐ Nonroutine Entered by: ____________

Licence Number ____________ Date ____________

3.10 How to Complete Schedule 1: Applicant General Information

Date	Enter the date on which you will submit this schedule to the EUB in the upper left corner (e.g., 15 Jan 2003).
Applicant File Number	Enter your own file number in the designated area (optional).

Step 1: Applicant Information

Company Name	Enter the full corporate name of the applicant.
Applicant BA Code	Enter the 4-digit business associate (BA) code issued to your company by the EUB.
Company Contact	Enter the name of the person authorized by your company to be responsible for the application. By authorizing the contact person to act on your company's behalf, the actions and decisions of this individual will be considered by the EUB to be the actions and decisions of your company.
Telephone **Fax** **E-mail Address**	Enter the telephone number, facsimile number, and e-mail address of the contact person, including area codes where applicable.
Consultant Company	Enter the company name of the consultant submitting the application on your company's behalf. Although authorized by the applicant and acting on its behalf, consultants must also provide the full name, business telephone number, facsimile number and, if possible, e-mail address of the applicant's/company's contact person.
Consultant BA Code	Enter the 4-digit BA code issued to the consultant company by the EUB.
Consultant Contact	Enter the name of the person at the consulting company responsible for preparing the application.
Telephone **Fax** **E-mail Address**	Enter the telephone number, facsimile number, and e-mail address of the contact person at the consulting company, including area codes where applicable.

Step 2: Application Type

Check all boxes that apply to the type of application you are submitting:

Facility(s)
Pipeline(s)
Pipeline Installation(s)
Well(s)

Step 3: Completeness Check

Enter the number of schedules, diagrams, maps and survey plans attached to your application in the designated areas.

Section 4 Application Audit Process

4.1 Overview

The EUB provides the energy industry with requirements and expectations to assist the applicant/licensee both in advance of submitting an application for energy development and throughout the life of a project. The purpose of the Facilities Applications' audit process is to ensure industry's regulatory compliance at the *Guide 56* licensing stage and to identify areas for continuous improvement.

The audit process (Figure 4.1) applies to both routine and nonroutine applications (Section 3.8.2). EUB Facilities Applications conducts audits as part of a

- prelicensing review: based on application category type (e.g., Category E facilities and wells), if there are outstanding concerns/objections, to determine if an environmental, safety, or compliance risk exists or if Facilities Applications believes an audit is otherwise appropriate, or
- postlicensing review: which requires the applicant to demonstrate how it met and planned for regulatory requirements as set out by the EUB prior to filing the energy development licence application.

In either case, a defined set of documents is submitted to EUB Facilities Applications for review in order to demonstrate that regulatory requirements as set out in *Guide 56* have been fulfilled.

The results of application audits are used to

- identify regulatory noncompliances,
- provide industry with feedback regarding compliant applications and/or areas for future improvement in application submissions,
- measure the effectiveness of the application process and provide benchmarks for future improvements,
- advise industry of updates to the application process between *Guide 56* revisions, and
- aid regulatory reform and the determination of requirements.

If applications are found to be noncompliant, EUB Facilities Applications will initiate enforcement action in accordance with *IL 99-04*. While enforcement action primarily occurs during postlicensing reviews, there are instances where enforcement action is warranted prior to the issuance of a licence (e.g., because of initiating lease construction without a well licence in place).

When conducting an audit, the EUB relies upon the representations made by the applicant/licensee and documents submitted by the applicant/licensee. The EUB does not verify legal or beneficial title. The issuance of a licence or conducting of an EUB audit is not to be relied upon by the licensee or third parties as a legal determination or confirmation of entitlement. Audits are conducted for EUB internal purposes only.

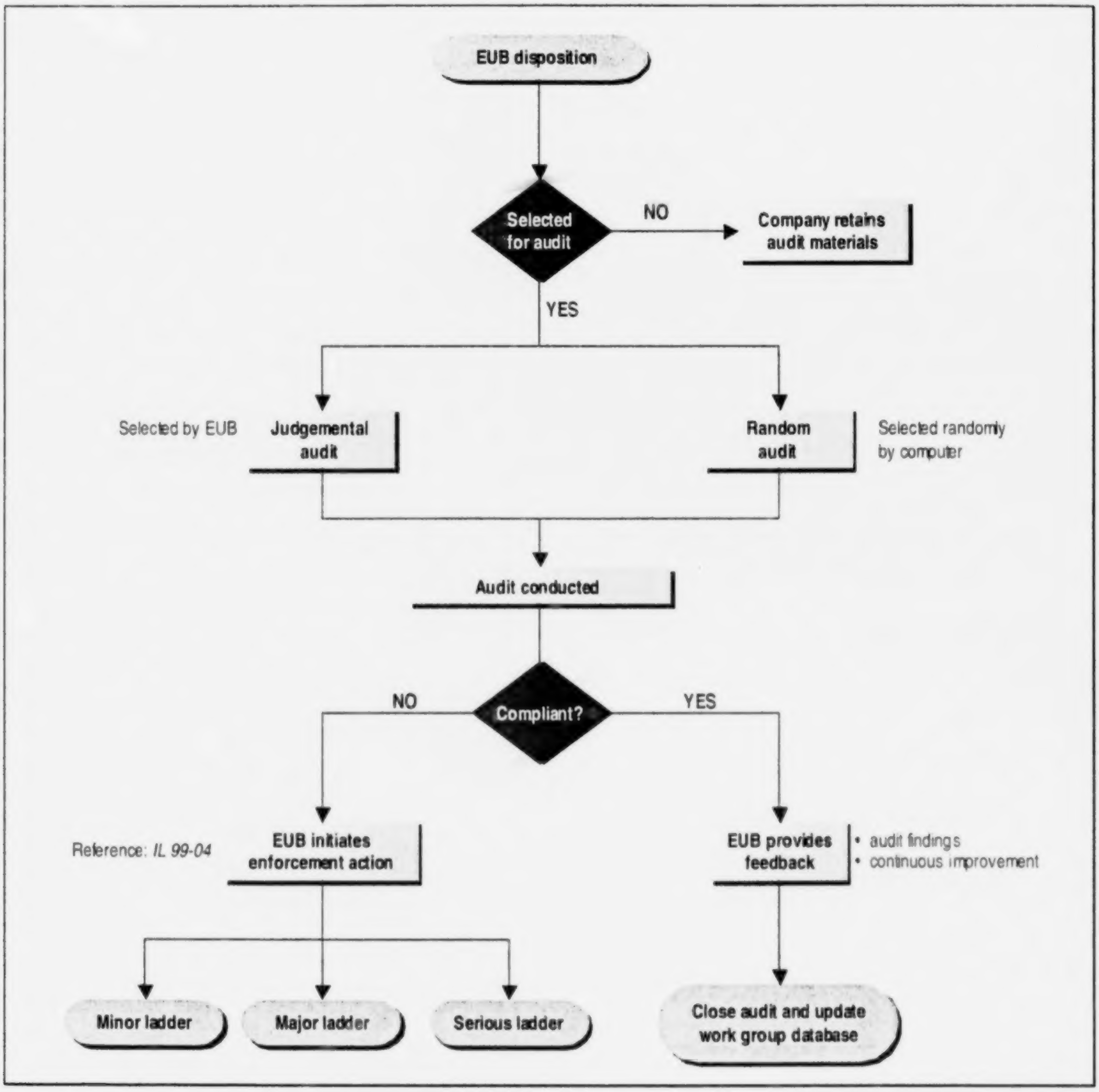


Figure 4.1. Facilities Applications audit process

4.2 Audit Selection

All routine and nonroutine applications are potential audit candidates. An application may be randomly selected by computer or judgementally selected by EUB Facilities Applications based on factors such as category type, public risk, location, and recent applicant compliance history.

4.2.1 Full or Partial Audit Review

EUB Facilities Applications may select an application for a postlicensing audit review and may undertake a full or partial audit of the supporting material.

Numbered statements represent requirements and expectations (see Section 1.4).

1) When subject to a full audit, the licensee must submit all supporting documentation associated with the application. The licensee must provide additional information to support the audit upon EUB request.
2) When subject to a partial audit, the licensee must submit audit materials as requested by Facilities Applications to demonstrate compliance with the portion of the application under review.

4.2.2 Immediate Audit

Facilities Applications normally allows 14 calendar days for a licensee to submit the requested audit documentation. However, in certain instances Facilities Applications may proceed to an immediate audit and request the materials in support of the audit (e.g., if participant involvement, mineral rights, or wellbore rights are in question).

3) If an immediate audit is conducted, the applicant/licensee must submit the requested audit material within the time set by Facilities Applications. This is usually within the same day, but Facilities Applications may require the information within hours.

4.2.3 Prelicensing Audit Reviews

In a prelicensing audit review, Facilities Applications reviews all or part of the audit materials before a disposition of the application occurs.

4) The applicant must submit audit materials for prelicensing review if the
    a) application is for a new Category C and D gas plant or any Category E energy development,
    b) application is being considered by the EUB Board,
    c) potential for an environmental, safety, or compliance risk exists, or
    d) EUB believes it is otherwise appropriate.

4.2.4 Link to EUB Field Surveillance Inspections

Based on the findings of an application audit review, Facilities Applications staff may refer an application to the Field Surveillance Branch for a field inspection. Field Surveillance staff inspect the site to confirm that the materials, operations, and commitments match those indicated in the application.

4.3 Audit Documentation

An applicant must retain copies of all applications and supporting data in the event of an audit. Refer to Sections 5.10, 6.10, 7.10, and 7.11 for a list of the required audit documentation for facility, pipeline, and well applications respectively.

5) The applicant must retain on file all records and audit documentation relating to an application for one year from the date of issue of the corresponding licence.

   The EUB recommends that all records and audit documentation be kept on file for the life of the project, since exceptional circumstances may require that a review be conducted later in the life of the project.

6) The documentation must demonstrate that the supporting materials were developed and compiled during the project planning stage prior to filing the licence application.
7) The applicant must submit the required documentation to Facilities Applications within 14 calendar days of a request or as directed by Facilities Applications.

4.4 Enforcement

Regulatory requirements are those rules that industry has an obligation to meet and against which the EUB may take enforcement action in cases of noncompliance.

Unsatisfactory events are identified as noncompliances and result in enforcement on the Minor, Major, and Serious enforcement ladders. For the purpose of *Guide 56*, the unsatisfactory events are listed in Table 4.1.

For a full discussion of the EUB enforcement process, see *IL 99-04*.

4.4.1 Voluntary Self-Disclosure

At any time during the life of a project, an applicant/licensee that identifies a noncompliance with EUB requirements may voluntarily disclose the noncompliance to Facilities Applications (see *IL 99-04*).

If a licensee meets the criteria for voluntary self-disclosure, there will be no enforcement action. Facilities Applications tracks the licensee's self-disclosure on its compliance record and assists the licensee in bringing the matter into compliance. However, enforcement action may result from the licensee's unwillingness to remedy the noncompliance in a timely manner. In some cases, Facilities Applications may require the licensee to complete a self-audit of previous *Guide 56* applications. The applicant may be required to conduct a review of its internal application/audit processes to ensure that the unsatisfactory event is not a recurring issue or the result of a systemic licensing process failure.

Table 4.1. Consequences for unsatisfactory events

Consequence	Unsatisfactory Events
PARTICIPANT INVOLVEMENT	
Serious	Failure to disclose to the EUB any outstanding public/industry concerns/objections, whether they are received prior to or after filing of the application or whether the party is inside or outside the minimum contact radius of personal consultation and notification.
Serious	No attempt at public and/or industry personal consultation and notification prior to filing the application.
Major	Incomplete public and/or industry personal consultation and notification prior to filing the application.
Major	Failure to provide the required EUB information packages prior to filing the application.
Major	Failure to provide the required project-specific information package prior to filing the application.
Major	Failure to provide all required minimum information details in the project-specific information package prior to filing the application.
Major	Failure to obtain consent from the surface improvement owner prior to filing the application.
Major	Failure to meet the coal notification requirements prior to filing the application.
Major	Failure to meet the airport notification requirements prior to filing the application.
Major	Filing the application before expiry of the 14-calendar-day notification period
Minor	Failure to submit the requested audit documentation.
FACILITIES—TECHNICAL	
Serious	Failure to acquire the necessary facility licence prior to commencing site preparation, construction, and/or operation.
Serious	Filing an application when the applicant does not have a working interest participation.
Major	Failure to file a licence amendment application when required.
Major	Failure to apply for the correct category/type of facility.
Major	Failure to meet the spacing requirements in the facility design.
Major	Submission of a noise impact assessment that is inappropriate, incomplete, or contains significant errors or omissions.
Major	Failure to design a new facility to meet the permissible sound levels at the nearest or most impacted residence.
Major	Failure to plan for mitigative measures in cases where the permissible noise level is exceeded.
Major	Failure to include a vapour recovery unit in the facility design when required.
Major	Failure to design the facility to meet all applicable storage requirements of *Guide 55*.
Major	Failure to submit a facility licence application as "facilities-technical nonroutine" when required.
Minor	Failure to meet process flow diagram requirements.
Minor	Failure to submit the requested audit documentation.
PIPELINES/PIPELINE INSTALLATIONS—TECHNICAL	
Serious	Failure to acquire the necessary pipeline licence prior to commencing right-of-way or site preparation, construction, and operation.
Major	Failure to apply for the correct category/type of pipeline.
Major	Failure to file a licence amendment application to reflect a change in the pipeline parameters.
Major	Failure to design for the correct stress level.
Major	Connecting pipelines with different MOPs and not having the appropriate pressure control devices in place.
Major	Failure to design for sour service where required.
Major	The valves, flanges, fittings are not suitable for the applied for MOP as defined by CSA (Canadian Standards Association).
Major	The substance of the connecting pipeline is not compatible with the proposed substance.
Major	Transporting a corrosive substance without including proper internal corrosion measures.
Major	Failure to obtain consent from Alberta Infrastructure prior to filing the application.
Major	Failure to meet the environmental requirements prior to filing the application.
Major	Failure to provide a correct pipeline H_2S release volume calculation.
Major	Failure to submit a pipeline licence application as "pipelines/pipeline installations-technical nonroutine" when required.

(continued)

Table 4.1. Consequences for unsatisfactory events (concluded)

Consequence	Unsatisfactory Events
Major	Submission of a noise impact assessment that is inappropriate, incomplete, and/or contains significant errors or omissions.
Major	Failure to design a new facility to meet the permissible sound levels at the nearest or most impacted residence.
Major	Failure to plan for mitigative measures in cases where the permissible noise level is exceeded.
Major	Failure to meet the spacing requirements in the facility design.
Major	Failure to design the facility to meet all applicable storage requirements of *Guide 55*.
Minor	Failure to meet process flow diagram requirements.
Minor	Failure to submit the requested audit documentation.
WELLS—TECHNICAL	
Serious	Failure to acquire the necessary well licence prior to commencing site preparation, construction, and/or operation.
Serious	Failure to prepare an H_2S release rate assessment when information in the public domain demonstrates the potential to encounter H_2S in the proposed well.
Serious	Filing an application when the applicant does not have a working interest participation.
Major	Failure to apply for the correct category/type of well.
Major	Failure to submit a survey plan that meets all applicable requirements.
Major	Failure to design to meet the pressure testing requirements for well re-entry licence application.
Major	Failure to design the surface casing to meet all applicable requirements.
Major	Failure to provide adequate groundwater protection.
Major	Failure to acquire all rights for the intended purpose of the well and for the entire drilling spacing unit prior to filing the application.
Major	Failure to have permission from the mineral rights holder or lessee to exceed the 15 m maximum overhole depth prior to filing the application.
Major	Failure to obtain a mineral lease continuation prior to filing the application.
Major	Failure to acquire the rights to the abandoned wellbore prior to filing the application.
Major	Failure to meet or address the water body setback requirement prior to filing the application.
Major	Failure to meet the surface improvement requirements prior to filing the application.
Major	Failure to meet the environmental requirements prior to filing the application.
Major	Failure to obtain approval from Alberta Community Development prior to filing the application.
Major	Failure to provide a geological prognosis and discussion regarding the potential to encounter H_2S in all prospective formations.
Major	Failure to provide geological mapping for the primary and secondary formations, as indicated on Schedule 4: Well Purpose.
Major	Failure to provide an engineering discussion of the H_2S prospective formations.
Major	Failure to include the 15 m overhole zone evaluation in the H_2S release rate assessment.
Major	Failure to meet the map or schematic cross-section requirements for the H_2S release rate assessment prior to filing the application.
Major	Failure to provide all basic elements, including the AOF test type, in the H_2S release rate assessment prior to filing the application.
Major	Failure to tabulate the results of the AOF and H_2S information in the manner required prior to filing the application.
Major	Failure to submit a well licence application as "wells-technical nonroutine" when required.
Major	Failure to file a licence amendment application when required.
Minor	Failure to submit the requested audit documentation.

4.4.2 Acquisitions

In cases of corporate property acquisitions or mergers, it is in the company's best interest to obtain all relevant application documentation when it acquires ownership of a facility, pipeline, or well.

8) A new owner is expected to assess all newly acquired properties to ensure that the property is operating with the correct *Guide 56* licence.

   If a noncompliance is identified, the new owner should notify Facilities Applications of the noncompliance and address the issue in accordance with *IL 99-04*.

9) A new owner is expected to assess the details of an acquired licence to determine if special conditions or terms are associated with its use.

4.4.3 Audit/Inspection Categories

The application requirements of *Guide 56* have been sorted into the following four audit/inspection categories:

- Participant Involvement
- Facilities Technical
- Pipelines/Pipeline Installations Technical
- Wells Technical

Table 4.1 details unsatisfactory events and identifies the associated enforcement ladder for each audit/inspection category.

4.4.4 Escalating Enforcement

Escalating enforcement does not occur across audit/inspection categories or enforcement ladders (Minor, Major, Serious), but occurs within the four independent audit/inspection categories. See the Audit Enforcement Escalation Case Study in Appendix 9.

Repeated noncompliances within the same audit/inspection category will result in escalating enforcement action, as follows:

- Participant Involvement—Any repeat noncompliance regarding participant involvement requirements for any facility, pipeline, or well application will result in escalating enforcement action.
- Facilities Technical—Any repeat noncompliance regarding technical requirements for facility applications will result in escalating enforcement action.
- Pipelines/Pipeline Installations Technical—Any repeat noncompliance regarding technical requirements for pipeline applications will result in escalating enforcement action.

- Wells Technical—Any repeat noncompliance regarding technical requirements for well applications will result in escalating enforcement action.

4.4.5 Compliance Records

Audit results from *Guide 56* application audits are managed by Facilities Applications. Unsatisfactory events are tracked against the licensee's BA code: the enforcement action is attached to the code; it is not transferred with the facility, pipeline, or well licence. A company may only request a copy of its own *Guide 56* compliance record from Facilities Applications. Such a request must be submitted in writing on company stationary.

An applicant's compliance record with Facilities Applications will revert to satisfactory under the following circumstances:

- Minor ladder—When the applicant demonstrates compliance within the application audit file and the audit review is closed.
- Major ladder—After 3 satisfactory audits are completed or 12 months from the date of enforcement letter, with no Major noncompliance in the same audit/inspection category, whichever occurs first.
- Serious ladder—After 12 months from the date of the enforcement letter, with no Serious noncompliance in the same audit/inspection category.

Figure 4.2 shows the EUB enforcement ladder and escalating enforcement process.

4.4.6 Enforcement Review Process

Licensees may request a review of the enforcement action it received by contacting EUB Facilities Applications in writing. The licensee may request that further consideration of the enforcement action occur if it has new information that was not initially provided or there were unusual circumstances contributing to the noncompliance event.

If as a result of the subsequent enforcement review resolution cannot be achieved, the licensee may contact the EUB Corporate Compliance Senior Enforcement Advisor in writing (see *IL 99-04*).

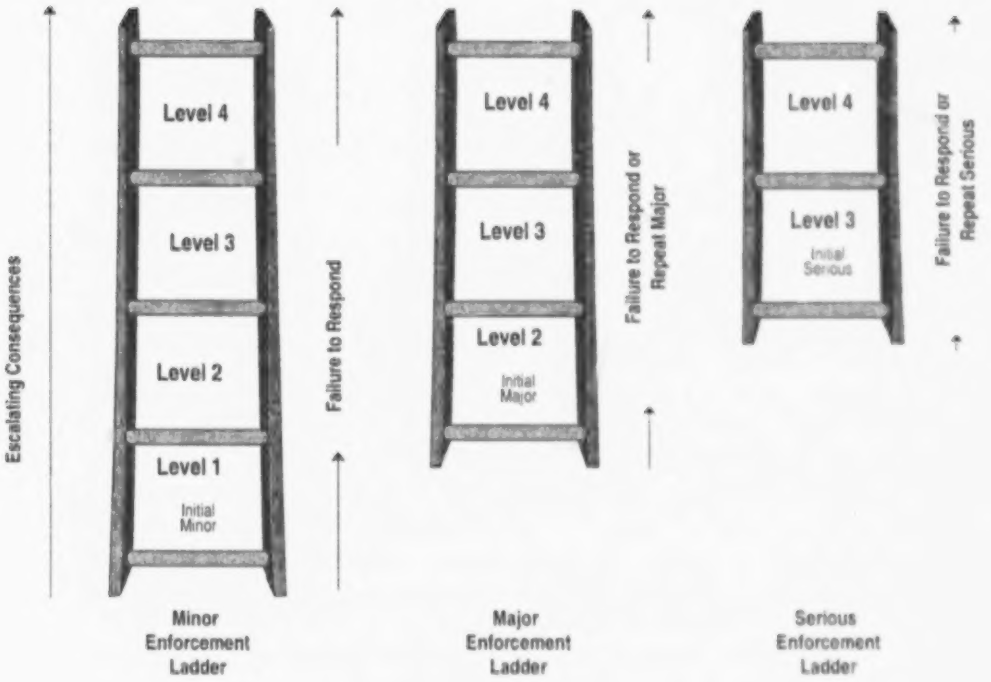


Figure 4.2. EUB enforcement ladder and escalating enforcement process

Section 5 Facility Licence Applications (Schedule 2)

5.1 Overview

An applicant must use Schedule 2 to apply for a facility licence to construct and operate any upstream oil or gas production, injection/disposal, or processing facility or to submit a licence amendment application or records correction.

Depending on the project, EUB Facilities Applications requires the submission of one Schedule 1, along with one or more of the following forms:

- Schedule 2: Facility Licence Application
- Schedule 2.1: Working Interest Participants—Facilities

5.2 Project Submissions

A project is defined as a network of facilities, pipelines, and/or wells that connect to a common facility. A project submission may consist of a single licence application or multiple licence applications for related facilities, pipelines, and wells (e.g., a multi-schedule submission).

Numbered statements represent requirements and expectations (see Section 1.4).

1) If the applicant is filing a project submission:

    a) A project must be submitted under one company name using one Schedule 1.

    b) The applicant must complete a separate Schedule 2 for each facility in the project.

5.3 Licence Expiry

New facility licences expire one year from the date of issue if the licence has not been acted on (i.e., construction has not started). After one year, the EUB will cancel the expired licence from the active records. It is the licensee's responsibility to ensure that the facility licence is still valid and has not expired prior to initiating any activity associated with the licence.

2) If an applicant intends to proceed with a project for which a licence has expired, it must fulfill all applicable regulatory requirements, including participant involvement requirements (Section 2), before filing a new application.

3) The applicant must advise Facilities Applications 30 days before licence expiry if it has constructed the facility but has not commenced operation. This will ensure that the licence is not automatically cancelled.

4) If an applicant does not intend to proceed with the licence, it must notify Facilities Applications.

Due to the complexity of some developments, it is possible the applicant may not be able to act on a facility licence before the expiry date. If a licence expiry is imminent, the applicant should contact Facilities Applications for advice on how best to proceed.

5) Prior to initiating new construction when a licence is nearing licence expiry, the applicant must conduct a new resident/landowner search and determine if any new issues may have arisen since the licence was granted.

5.4 Category Type and Minimum Consultation and Notification Requirements

Table 5.1 lists the types of facilities that require a licence under *Guide 56*, along with respective minimum consultation and notification requirements. The category type of facility is dependent on the H_2S and sulphur content of the inlet gas stream.

It is important that licensees/operators be aware of the operational and equipment scenarios requiring a facility licence and when a modification to an existing facility warrants a licence amendment application.

6) The applicant must identify the correct category type for the proposed facility project and perform all associated consultations and notifications.

7) The applicant must file an application for a multiwell facility when

   a) multiple zones are producing from one wellbore but the production remains segregated (i.e., not commingled in the wellbore);

   b) production from a second well is pipelined to an existing single-well facility; or

   c) multiple single-well facilities are operating within one surface lease.

5.5 Exemptions

8) Although no application is required under *Guide 56* for the following activities and facilities (Sections 5.5.1 and 5.5.3), the company must provide a project-specific information package to any landowners, occupants, and residents who may be directly and adversely affected by the activity.

   If a concern/objection to the proposal is received, Facilities Applications may require that a nonroutine application be submitted.

9) Even though applications may not be required for activities and facilities in Sections 5.5.1 and 5.5.3 under *Guide 56*, a company must meet all applicable regulatory requirements.

   If the company is unable to meet all the regulatory requirements, it must obtain a waiver from the requirement from the appropriate EUB group.

Table 5.1 Facility category type and minimum consultation and notification requirements

Category	Name	Type	Description	Personal consultation and confirmation of nonobjection	Notification
B, C, D, E	Records Correction	000	All		
B	Facilities < 0.01 mol/kmol H_2S in inlet stream	010	Gas processing plant	• Landowner and occupants • Residents within 0.5 km	• Crown disposition holders • Local authority • Landowners, occupants and urban authorities within 1.5 km
		011	Gas fractionating plant		
		020	Gas battery—multiwell		
		030	Oil battery—multiwell		
		031	Bitumen battery—multiwell		
		040	Compressor station		
		070	Oil satellite—multiwell	• Landowner and occupants	• Crown disposition holders
		071	Bitumen satellite—multiwell		
		080	Custom treating facility	• Landowner and occupants • Residents within 0.5 km	• Crown disposition holders • Local authority • Landowners, occupants and urban authorities within 1.5 km
		090	Injection/disposal facility—water		
		091	Injection/disposal facility—EOR		
		200	Straddle plant		
C	Facilities < 1 t/d sulphur inlet	300	Gas processing plant (deemed nonroutine application for new gas plants only)	• Landowner and occupants • Residents within 1.5 km	• Crown disposition holders • Local authorities of surface location • Landowners, occupants and urban authorities within 2.0 km
		301	Gas fractionating plant		
		302	Straddle plant		
		310	Gas battery—single well		
		311	Gas battery—multiwell		
		320	Oil battery—single well		
		321	Oil battery—multiwell		
		330	Bitumen battery—single well		
		331	Bitumen battery—multiwell		
		340	Compressor station		
		350	Oil satellite—single or multiwell	• Landowner and occupants	• Crown disposition holders
		351	Bitumen satellite—single or multiwell		
D	Facilities ≥ 1 t/d sulphur inlet	400	Gas processing plant (deemed nonroutine application for new gas plants only)	• Landowner and occupants • Residents within 1.5 km	• Crown disposition holders • Local authority • Landowners, occupants and urban authorities within 3.0 km
		401	Gas fractionating plant		
		410	Gas battery—single well		
		411	Gas battery—multiwell		
		420	Oil battery— single well		
		421	Oil battery—multiwell		
		430	Bitumen battery—single well		
		431	Bitumen battery—multiwell		
		440	Compressor station		
		450	Oil satellite—single or multiwell	• Landowner and occupants	• Crown disposition holders
		451	Bitumen satellite—single or multiwell		
E	Sulphur recovery facilities	600	Gas processing plant (deemed nonroutine)	• Landowner and occupants • Residents within 1.5 km	• Crown disposition holders • Local authority • Landowners, occupants and urban authorities within 5.0 km

5.5.1 Single-Well Production Sites

An application is not required under *Guide 56* if the facility is a single-well production site (oil, bitumen, or gas) and

- the H_2S content is less than 0.01 mol/kmol,
- total on-site wattage for compressors and pumps is less than 75 kilowatts (kW),
- there is no gas processing, and
- there is no injection/disposal component.

5.5.2 Other Facilities

The licensing of the following facilities does not occur under *Guide 56*:

- Installation of on-site power generating equipment: This activity must be licensed in accordance with the requirements set out in *Guide 28: Applications for Power Plants, Substations, and Transmission Lines*. For more information, contact the EUB Utilities Branch.
- Oil sands processing plants, as defined by the Oil Sands Conservation Regulations: These will continue to be approved pursuant to these regulations through EUB Resource Applications and will not be licensed under *Guide 56*.
- Oilfield waste management facilities: These will continue to be approved pursuant to *Guide 58: Oilfield Waste Management Requirements for the Upstream Petroleum Industry* through EUB Operations and will not be licensed through *Guide 56*. Operators are reminded that the receipt of oilfield waste from outside of a facility's production system for consolidation and transfer or for on-site storage or management is not permitted unless the facility is approved as an oilfield waste management facility. For further information, contact EUB Operations.

5.5.3 Exempt Activities

Applications are not required for the following activities under *Guide 56* provided that the activity does not change the category type of the facility:

- temporary compressors in continuous use for less than 21 consecutive days as an alternative to flaring for such operations as the conservation of initial well test gas or plant turnaround, provided that landowner consent has been obtained and regulatory requirements are met (see *Guides 60* and *64*);
- replacing measurement and separation equipment;
- adding well production to an existing licensed multiwell facility;
- changing products and/or product recovery at a gas processing plant without changing processing equipment;
- replacing a compressor with the same type and size or a smaller one, such that total emissions do not increase;

- adding separators, dehydrators, pressurized bullets, process pumps, group or test vessels to an existing licensed facility;
- adding a line heater to an existing licensed facility;
- adding a vapour recovery unit to an existing licensed Category C, D, or E facility;
- adding one compressor less than 75 kW to an existing licensed facility, provided that the landowner has been notified, has no concerns, the facility will meet the nitrogen oxides (NO_x) requirements and the noise requirements at the nearest residence (this does not apply to acid gas injection compressors regardless of size);
- adding storage tanks to an existing licensed facility; if additional storage tanks are added, the licensee must ensure that all *Guide 55* requirements have been met, including secondary containment. If the requirements will not be met, the licensee must contact EUB Operations for assistance.

5.5.4 Surface Equipment Examples

On-site surface equipment determines facility licence requirements. To assist the applicant in determining when an application is required under *Guide 56*, surface equipment scenarios are discussed in Appendix 10.

5.6 Records Correction

An applicant may make a records correction to

- correct inadvertent data entry errors and transposition of numbers, or
- update the operating conditions on the facility licence in cases where an application under *Guide 56* is not required (e.g., increasing condensate recovery at a Category E processing plant).

The EUB reserves the right to request that a licence amendment application be filed for any records correction.

10) Records corrections for facilities must be submitted under the original category (B, C, D, or E) and identified as type "000".

5.7 Licence Amendments

A facility must have an existing EUB facility licence number before a licence amendment application can be filed.

11) When filing a licence amendment application, the applicant must retain the original facility type (i.e., gas battery, oil battery) unless

    a) additional equipment proposed for installation will cause the gas facility to become a gas processing plant (e.g., the addition of a refrigeration skid to an existing compressor station creates a gas processing plant); or

b) equipment proposed for removal will cause the facility type to change (e.g., the removal of storage tanks at an oil battery creates an oil satellite).

12) The licensee must file a licence amendment application if

a) it is changing to a lower approved sulphur recovery limit for a Category E facility;

b) gas compression equipment is being added to an existing facility;

c) an injection/disposal component is being added to an existing facility;

d) an amendment will cause the facility category or type to change;

e) the status of the temporary facility is changing to permanent;

f) a six-month extension to operations at a temporary facility is requested; or

g) throughput and/or NO_x, sulphur dioxide (SO_2), or carbon dioxide (CO_2) emissions are increasing for a Category C, D, or E facility.

Although licence applications for "new" Category C and D processing plants are designated nonroutine by the EUB, licence amendment applications for these category types may be filed as routine, unless they are nonroutine for participant involvement or technical reasons.

5.8 Participant Involvement Requirements

13) The applicant must ensure that the requirements set out in Section 2 are met for the minimum radius set out in Table 5.1.

14) The applicant must meet the information requirements as part of personal consultation and notification for all facility licence applications (Section 2).

15) The applicant must provide information packages to those persons whose rights may be directly and adversely affected, as set out in Table 5.1, and be prepared to discuss the project as necessary.

a) If personal consultation is required, the applicant must

i) provide the project-specific information package, which must meet the minimum information requirements described in Section 2 and include any other information to assist in understanding the proposed development;

ii) provide the letter from the Chairman of the EUB;

iii) provide the EUB brochure *Understanding Oil and Gas Development in Alberta*;

iv) provide the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide*; and

v) offer the EnerFAQs listed in Appendix 11. These are available on the *Guide 56* Web page.

b) If notification is required, the applicant must provide the applicant's project-specific information package and the letter from the Chairman of the EUB and offer copies of

i) the EUB brochure *Understanding Oil and Gas Development in Alberta*;

    ii) the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide*, and

    iii) the EnerFAQs listed in Appendix 11.

16) For Category C, D, and E facilities listed in Table 5.2, the applicant must identify and contact all oil and gas reserve owners and licensees of existing similar facilities within the recommended radius.

    a) The applicant must provide all oil and gas reserve owners and licensees with a written overview of the proposed facility, including location, type, and design capacities and the anticipated timing for application submission. The onus is then on these parties to raise any concerns/objections to the proposal.

Table 5.2. Facility minimum industry notification requirements

Proposed facility	Reserve owners	Facility licensees
New gas processing plant (Categories C and D)	5.0 km	15.0 km
Gas processing plant (Category E)	5.0 km	15.0 km
Oil and bitumen production facilities (Category D)	N/A	2.0 km

17) For facilities not listed in Table 5.2, the applicant is expected to determine what is a reasonable geographic area for industry notification.

    a) The EUB does not prescribe the area the applicant must investigate; however, the applicant is expected to consider investigation parameters similar to those in Table 5.2.

    b) The applicant is expected to discuss the proposal with licensees of facilities that may potentially be directly and adversely affected.

18) When the applicant notifies other licensees, it must continue to include these licensees in updates during the licensing process (i.e., close the participant involvement loop; see Section 2.3).

19) The applicant must indicate any outstanding concerns/objections by checking the appropriate bold response on Schedule 2 to indicate a nonroutine application.

    a) The applicant must also include a written summary of the outstanding issues for EUB review and consideration (Section 3.8.2) including a discussion as to how the applicant intends to mitigate the issues raised.

    b) The applicant and the objector are expected to consider using the ADR program to mitigate outstanding concerns/objections (Section 2).

5.9 Technical Requirements

The following are subsections under facility technical requirements and discuss various fields on Schedule 2 and Schedule 2.1.

5.9.1 Emergency Response Planning

The emergency planning zone (EPZ) for a Category C, D, or E facility is based on the highest H_2S release volume from any pipeline entering or leaving the facility. An emergency response plan (ERP) is required when a surface development (e.g., occupied dwelling, campground) is located within the EPZ. ERPs should be forwarded directly to EUB Air and Safety Compliance Group for review. See *Guide 71* for further details on emergency response planning.

20) All licensees must have a corporate level ERP that addresses the fundamentals of how an emergency situation would be handled.

21) The applicant must ensure that its ERP has been approved by EUB Air and Safety Compliance Group prior to commencement of operations.

5.9.2 Licensee Liability Rating

The Licensee Liability Rating (LLR) program assesses a licensee's ability to address its abandonment and reclamation liabilities based on a comparison of its deemed asset to its deemed liability. The licensee's deemed asset is considered to be its cash flow derived from wells for which it is the licensee. Its deemed liability is considered to be the cost to abandon and reclaim wells and facilities for which it is the licensee.

The liability assigned to active facilities is less than that of an inactive facility. A facility is considered active if it has reported production or injection within a specified period. See *ID 2001-08: Revised Licensee Liability Rating (LLR) Program and Energy Development Licence Transfer Requirements*.

Because some facilities do not report production to the EUB, a facility's active/inactive status cannot be determined. To allow an active nonreporting facility to benefit from the reduced liability associated with an active status, the licensee can link its facility to the reporting facility that receives its production and use its active/inactive status.

22) The applicant of a nonreporting facility (e.g., compressor station, satellite) must record the facility licence number of the reporting facility when filing a facility licence application. If a linking number is not recorded for a nonreporting facility, the facility status will be considered inactive for liability management purposes.

5.9.3 Proliferation

As the proponent of a new oil or gas facility or pipeline, the applicant has already determined that the proposed project will meet its business needs. The EUB, as the approving authority, is required to evaluate the need for the proposed project in the broader public interest. The EUB considers this interest in terms of economic, orderly, and efficient development of Alberta's oil and gas resources.

The EUB continues to receive strong input from the public, which is aware of the growth of resource development. The EUB accepts the public's view that there is a need to avoid facility proliferation when possible and practical.

The EUB sour gas proliferation requirements are set out in *ID 2001-03: Sulphur Recovery Guidelines for the Province of Alberta* and are summarized below.

23) Prior to filing an application for a new Category C, D, or E gas processing plant, the applicant must

    a) evaluate all existing sour gas plants and pipelines that afford viable alternatives within a 15 km radius of the proposed new sour gas plant, regardless of ownership or interest:

        i) the applicant must evaluate the feasibility of upgrading an existing facility and of forging commercial partnerships with existing licensees;

        ii) the applicant must obtain an accurate assessment of the capabilities of existing sour gas plants, including design parameters (e.g., operating pressures and limitations on H_2S content) and capacity available; and

        iii) the applicant must demonstrate that feasibility of modifying the facilities was evaluated with the licensee in cases where existing plants are not designed to handle the applicant's gas or if there are capacity limitations;

            - high processing fees, in and of themselves, may not be considered sufficient grounds for rejecting the option to use an existing facility;

    b) assess the area's future production potential to ensure that the proposed facility is designed to meet the regional long-term processing needs;

    c) contact other sour gas reserve owners within 5 km of a proposed new sour gas plant with a view to inviting these well licensees to participate in the new facility in some manner; and

    d) include information on its assessment as part of the application audit package submitted to Facilities Applications with the application schedules.

24) The applicant of a new Category C, D, or E gas processing plant must formally contact licensees of existing facilities for required information and be able to document related responses.

    a) The EUB expects the parties to share information in a timely manner. If the applicant is unable to obtain the information necessary to conduct an assessment, it should contact Facilities Applications.

25) To preclude the unnecessary development of new Category C and D facilities, the applicant is expected to investigate the feasibility of using existing facilities and/or pipelines before submitting an application to the EUB.

5.9.4 Facility Design Criteria

26) The inlet and recovered product rates must represent the total design rates associated with all on-site equipment at the surface location based on a daily maximum.

27) For facility licence amendments, the inlet and recovered product rates for the facility must represent the total on-site design rate, not only the design rates of the additional equipment.

For facilities with a sulphur inlet greater than 1 tonne per day (t/d), the raw gas inlet rate and sulphur inlet rate represent the maximum operating limits for the facility. These rates are monitored by the EUB Operations Group.

Heavy oil/oil sands batteries and satellites are also subject to the regulatory requirements detailed in *ID 91-03: Heavy Oil/Oil Sands Operations* and *IRP Volume 3: Heavy Oil and Oil Sands Operations*.

28) The applicant must ensure that an oil analysis is available to demonstrate that the gravity of the inlet stream matches the category applied for and that the facility will meet the requirements of these documents for heavy oil facilities.

5.9.5 Sulphur Recovery

Both the EUB and Alberta Environment have regulatory responsibilities for sulphur recovery. The applicant must be aware of the regulatory requirements of both agencies. (See the *Environmental Protection and Enhancement Act - Approvals and Registrations Procedure Regulation - Applications for Sour Gas Processing Plants and Heavy Oil Processing Plants: A Guide to Content, September 1999.*)

EUB *ID 2001-03: Sulphur Recovery Guidelines for the Province of Alberta* sets out the basis for sulphur recovery and emissions reduction from

- Category D and E gas processing plants, and
- other types of upstream petroleum industry operations licensed under *Guide 56* where continuous flaring or incineration of gas containing H_2S occurs (e.g., production batteries, dehydration facilities, and compressor stations where the bulk gas stream is not sweetened).

29) The applicant must meet the requirements of *ID 2001-03.*

    a) If the licensee believes a variance to the minimum recovery levels of *ID 2001-03* is warranted, the licensee must file a nonroutine application.

30) When designing new Category D and E gas processing plants, the applicant must

    a) comply with the calendar quarter-year sulphur recovery of *ID 2001-03*, and

    b) determine the sulphur recovery based on mass (tonnes sulphur equivalent) using the following formula:

$$\text{Sulphur recovery} = \frac{\text{Sulphur production}}{(\text{Sulphur production} + \text{Sulphur emissions})}$$

where

- sulphur production = tonnes of sulphur product and/or tonnes sulphur equivalent contained in injected sour gas or acid gas streams; and
- sulphur emissions = tonnes sulphur equivalent contained in flared sour and acid gas streams and in the sulphur recovery unit tail gas or incinerator stack emissions.

31) For other upstream petroleum industry facilities where sulphur recovery requirements apply, the applicant must

   a) comply with the calendar quarter-year sulphur recovery of *ID 2001-03*, and

   b) determine the sulphur recovery requirements based on the sulphur content of flared or incinerated gas streams (not on the sulphur inlet of the facility), in addition to the sulphur recovery unit tail gas incinerator stack emissions.

32) If an applicant is filing a licence amendment application to modify a grandfathered gas plant, the applicant must meet the special provisions set out in *ID 2001-03*.

33) For facilities where subsurface injection is the method of acid gas disposal, a separate EUB approval is required for the injection scheme, in accordance with the requirements of *Guide 65*. Additional information may be obtained from EUB Resource Applications.

5.9.6 Process Flow Diagrams

34) The applicant must attach a process flow diagram (PFD) for each facility application.

   a) The PFD must identify all existing and proposed equipment at the facility.

      i) For licence amendments, the applicant must identify the new equipment proposed for installation on a full-site PFD; a partial PFD is not acceptable.

         - New equipment must be identified in the legend and annotated on the diagram.

   b) The applicant must clearly identify the following on the PFD:

      i) process equipment

      ii) measurement points

      iii) storage tanks

      iv) source(s) of all inlet/receipts and/or deliveries, including all fuel lines, flare lines, and vent points

      v) safety equipment (i.e., location of ESD block valves and depressure points)

Typical diagrams are acceptable, providing that they accurately represent the actual operations of the facility and contain the correct location and applicant name. Piping and instrumentation diagrams (PIDs) should be submitted if available at the time of application.

5.9.7 Total Continuous Emissions

35) The applicant must include the volume of gas from all sources on site that is disposed of by burning in a flare or incinerator. This does not include fuel gas that is used for header purge or pilot fuel or volumes attributed to emergency conditions or maintenance operations.

    a) Applicants proposing to flare and/or incinerate gas must comply with the requirements of *Guide 60*.

36) The applicant must include the volume of gas vented from all sources on site, including any volumes of CO_2 associated with a sweetening process.

    a) Applicants proposing to vent gas must comply with *Guide 60* and Section 8.080 of the OGCR.

37) The applicant must evaluate the conservation of continuous flared, incinerated, and vented volumes in accordance with *Guide 60*.

38) In designing its compression needs, the applicant must design the facility to meet the requirements set out by *IL 88-05: Application for Approval of Natural Gas Driven Compressors* and Alberta Environment's *Code of Practice for Compressor and Pumping Stations and Sweet Gas Processing Plants*.

39) The applicant must register all compressor stations, pumping stations, and Category B gas processing facilities with Alberta Environment before commencing operation if the total NO_x emissions is greater than 16 kilograms per hour (kg/h).

40) The applicant must meet the following requirements when NO_x emissions are present:

    a) New and additional natural gas-driven reciprocating engines greater than 600 kW at full load must not emit more than 6 grams of NO_x per kilowatt-hour (g/kWh).

    b) Dispersion modelling must be conducted in accordance with Alberta Environment's *Air Quality Model Guidelines*.

    c) Based on one hour average dispersion modelling, the NO_x level must not exceed 400 micrograms per cubic metre ($\mu g/m^3$).

    d) All significant sources of NO_x within 0.5 km must be included in dispersion modelling.

        i) Standby equipment used only for emergency purposes is not included in dispersion modelling.

    e) The engine exhaust stack height must be determined by using the lesser of 1.2 times the building peak height or the height determined by dispersion modelling.

f) NO_x emissions from steam generating units, heaters, and boilers are not included in the total NO_x emissions if their combined contribution is less than 3 per cent of the total NO_x emissions.

5.9.8 Compressor and Pump Additions

Temporary compressors in use for less than 21 consecutive days do not require a licence under *Guide 56*, provided that

- the compressor is less than 75 kW,
- it is for the initial test of a new gas well,
- there is no other compressor on site,
- the licensee/operator has obtained landowner and resident consent, and
- the compressor will meet all regulatory requirements, including noise and NO_x requirements.

41) If there are any outstanding concerns/objections, the applicant must file a nonroutine application.

The use of temporary compressors is limited to a one-time per site occurrence. For further information on temporary compressors, see *Guides 60* and *64*. Licensees/ operators are expected to notify the EUB Field Centre prior to operation.

42) Licensees are not required to submit a licence amendment application for the purpose of adding one compressor less than 75 kW to an existing licensed facility. In these instances, the licensee must

a) provide the landowner with a written description of the project,

b) ensure there are no outstanding concerns/objections, and

c) ensure that the facility will meet the NO_x and noise requirements.

This exemption does not apply to acid gas injection compressors, regardless of size.

The applicant is not required to apply for pumps used in process operations (e.g., glycol or chemical pumps).

43) The applicant must apply for the installation of the pumps associated with the injection/disposal component of a facility.

a) The applicant must amend the existing facility licence, retaining the original category type, to add an injection/disposal component to an existing licensed facility.

b) Third-party injection/disposal facilities must be licensed as waste disposal facilities under *Guide 58*.

A Schedule 2 application is for the purpose of licensing upstream surface facilities. For the licensing of downstream (pipeline) compression and pump stations, see Section 6.

Facility licences issued under *Guide 56* do not include the installation of generators whose purpose is to generate power as part of a solution gas conservation process. In such cases, *Guide 56* remains the licensing point for the battery portion of the operations, while the generators require licensing in accordance with *Guide 28*.

5.9.9 Setback Requirements

There are specific setback distances between Category C, D, and E facilities and permanent dwellings, unrestricted country developments, urban centres or public facilities.

44) The applicant must meet the applicable setback requirements in Table 5.3 based on the calculated H_2S release volume for Category D pipeline(s) associated with the proposed facility.

45) The applicant must consider the level designation of inlet/outlet pipelines and use the highest level designation to determine the facility setback requirement.

46) Release volumes from on-site equipment must not be totalled to determine the setback requirements of the facility.

47) The applicant must address the issue of the setback restrictions of Table 5.3 during its participant involvement process (see Section 2).

Table 5.3. Setback requirements for Category C, D, or E facilities with gas pipelines containing >10 mol/kmol H_2S (Category D pipelines only)

Level	H_2S Release Volume (m^3)	Minimum Distance
1	< 300	0.1 km from a surface improvement
2	≥ 300 to <2000	0.1 km to individual permanent dwellings and unrestricted country developments 0.5 km to urban centres or public facilities
3	≥ 2000 to <6000	0.1 km to individual permanent dwellings up to 8 dwellings per quarter section 0.5 km to unrestricted country developments. 1.5 km to urban centres or public facilities
4	≥ 6000	As specified by the Board but not less than Level 3

5.9.10 Plot Plans and Spacing Requirements

48) A plot plan must be submitted with each facility application that

a) reflects a minimum of 100 m past the edge of the lease to demonstrate that all off-lease spacing requirements have been met (e.g., distance to a residence, forestation or road allowance).

49) The applicant must meet the EUB's spacing requirements. If it does not, a nonroutine application is required.

a) Oil storage tanks must be located 60 m or more from any surface improvement (other than a public roadway) to minimize potential impacts on the surface improvement from a fire/spill (OGCR 8.030[4]).

b) Facility equipment must maintain a minimum distance of 100 m from a water body (OGCR 8.060).

c) The flare/incineration system must be 100 m or more from a surface improvement (except a surveyed road) (OGCR 8.080[3]).

d) The flare/incineration system must be 50 m or more from a well or oil storage tank (OGCR 8.080[5]).

e) The flare/incineration system must be 25 m or more from any oil or gas processing equipment (OGCR 8.080[5]).

f) Oil storage tanks must be 50 m or more from a well (OGCR 8.090[3]).

g) No flame-type equipment may be placed within 25 m of a well, oil storage tank, or other source of ignitable vapour (OGCR 8.090[4]).

h) No flame-type equipment may be placed less than 25 m from any process equipment, unless equipped with an adequate flame arrester (OGCR 8.090[5]).

i) The exhaust pipe from an internal combustion engine located less than 25 m from a well, process vessel, oil storage tank, or other source of ignitable vapour must be more than 6 m from the well and directed away from the well (OGCR 8.090[9]).

j) The flare/incineration system must be a minimum of 2.5 times the stack height from forestation.

k) Compressors (electrically or engine driven) that are permanent and housed in a building must be located 25 m or more from wells, oil storage tanks, or unprotected sources of ignitable vapours.

l) Nonpermanent compressors (on wheels or skid mounted) must be spaced such that the air intakes and exhaust must be no closer than 6 m from a well.

m) Nonpermanent electrically driven compressors must comply with the current edition of *Code for Electrical Installations at Oil and Gas Facilities*, Safety Codes Council (Alberta).

Flare system separators or above-grade knockout drums should be located more than 25 m from a flare system/incinerator stack. Where this is not practical, the EUB expects that safety procedures will be in place for operations and maintenance activities that require access to the separator.

A complete list of the spacing requirements is in Section 8 of the OGCR.

5.9.11 Vapour Recovery and Odour Control

Trucks are viewed as part of the facility operation when loading, unloading, and transporting fluid containing H_2S gas.

50) For facilities where the maximum H_2S content of the inlet gas is greater than 0.01 mol/kmol, the applicant must ensure that there are no off-lease odours from trucking operations and the transfer of fluids containing H_2S gas by implementing a method to control off-lease odours, such as the use of pressurized/sealed vessel.

51) For facilities where the maximum H_2S content of the inlet or vented gas is greater than 10 mol/kmol, the applicant must include a suitable method to recover and handle vapours from stock tanks or burn the vapours. When designing the facility, the applicant must ensure that stock tank vapours are not discharged to the atmosphere without proper combustion of the sulphur compounds.

52) If a vapour recovery unit is required because the composition of the inlet stream has changed and the gas stream now contains more than 10 mol/kmol of H_2S, the licensee must submit an application to change the category type of the facility to Category C, D, or E.

Applicants are not required to file a licence amendment application for the purpose of installing a vapour recovery unit at an existing Category C, D, or E facility, provided that the landowner has been provided with a written description of the project and has no concerns and the facility meets the NO_x requirements and the noise requirements at the nearest residence.

53) The applicant must file a nonroutine application and include an explanation of the proposed method of vapour control when the maximum inlet H_2S content of the gas is greater than 10 mol/kmol and a vapour recovery unit (VRU) will not be installed.

5.9.12 Noise Requirements

All facilities under the EUB's jurisdiction must meet the requirements of *ID 99-08: Noise Control Directive* and *Guide 38: Noise Control Directive User Guide*.

A noise impact assessment (NIA) ensures that the applicant has considered possible noise impacts before a facility is constructed or operated. The NIA predicts the expected design sound level from the facility at the nearest or most impacted residence.

Applicants proposing projects in areas with established energy facilities should consider existing sources when preparing the NIA. New facilities planned for remote areas should be designed to meet the target sound level of 40 decibels (dBA Leq) at a distance of 1.5 km.

54) Applicants must discuss noise matters with area residents during the design, construction, and operating phases of the facility.

55) An NIA must be prepared as part of the facility application process for any new permanent facility or for modifications to existing permanent facilities if there is a reasonable expectation of a continuous or intermittent noise source.

   a) For the purpose of an NIA, a permanent facility is a facility in operation for more than 2 months.

56) If the NIA indicates that the permissible sound level will be exceeded, the applicant must consider further mitigative measures.

   a) If mitigative measures are not practical, the applicant must file a nonroutine licence application and explain why mitigative measures are not practical.

57) The EUB expects the applicant to use a reasonable technical basis for the values presented in the NIA, such as computer modelling, field measurements of similar equipment, accepted acoustical engineering examples from literature, and calculations.

58) If the applicant is using manufacturer's specifications, the sound level ratings must represent free or far field conditions.

   a) Sound level ratings at 1 m are not acceptable for inverse square law calculations.

See *Guide 38* for further discussion.

5.9.13 Production Measurement Guidelines

The EUB provides measurement and reporting guidelines to assist those applying to construct, operate, or modify any upstream oil or gas production, transportation, injection/disposal, or processing facility.

59) The licensee must accurately measure and report volumes of produced oil, gas, and water in order to

   a) provide reservoir management information,

   b) ensure that the appropriate Alberta Crown royalties are paid,

   c) allow for the accurate assessment of each equity owner's share of production, and

   d) allow for the detection of escaped substances to the environment.

60) The applicant is expected to meet all requirements of the production measurement references listed in Appendix 2.

5.9.14 Alberta Environment

All applicants should be aware that additional licences or approvals might be required from Alberta Environment in accordance with the Environmental Protection and Enhancement Act.

For facilities requiring both EUB and Alberta Environment licences/approvals and to which known outstanding concerns/objections were received during the participant involvement program, applicants are encouraged to advertise both applications together through a joint notice. Applicants must ensure that all *Guide 56* participant involvement requirements have been met.

61) Flare stacks must be designed to meet the Alberta Ambient Air Quality Guidelines.

   a) Based on 1-hour average dispersion modelling, the SO_2 level must not exceed 450 $\mu g/m^3$.

   b) The applicant must design the flare stack in accordance with methods outlined in *Guide 60* and Alberta Environment Air Quality Model Guidelines.

5.9.15 Working Interest Participants

62) The applicant must be a working interest participant to apply for or hold a facility licence.

5.10 Audit Documentation Requirements—Schedule 2

63) For applications selected for audit review, licensees must submit the following documents within 14 calendar days of notice of audit or within the time frame directed by the EUB.

64) EUB Facilities Applications must be able to determine from the audit documents that the applicant fulfilled all requirements to ensure regulatory compliance prior to filing the application.

65) For new Category C and D gas plants and all Category E applications, the applicant must submit the applicable audit documentation with the application for review.

For licence amendment applications, the licensee may submit only that audit documentation applicable to the amendment activity.

Table 5.4 is a checklist for facility application audit submissions. The following detailed list of audit documents corresponds to the "Steps" found on Schedule 2.

5.10.1 Step 1: Identification

No documentation required.

5.10.2 Step 2: Participant Involvement Requirements

5.10.2.1 Participant Involvement Map Requirements

66) The licensee must submit map(s) that illustrate

a) the location of the facility,

b) the location of all parties included in the participant involvement program (e.g., residents, similar facilities),

c) the area of investigation used in the personal consultation and notification program,

d) the EPZ (if applicable), and

e) the area of investigation used in the industry notification program (if applicable).

5.10.2.2 Industry Notification Requirements

67) The licensee must submit a record of contact with other industry parties that includes

a) name, address, and telephone number of all parties contacted,

b) copies of all related correspondence received,

c) disclosure meeting minutes that include

   i) date of meeting,

   ii) meeting notice and/or invitation,

   iii) invitation list,

   iv) names, addresses, and telephone numbers of the participants, and

   v) project information presented or supplied.

5.10.2.3 Personal Consultation and Notification Requirements

68) The licensee must submit a record of the personal consultation and notification program that was conducted. The applicant must use a tabular format similar to the Sample Participant Involvement Summary Form (see Appendix 4).

69) The summary must include

a) name, telephone number, and mailing address of each party (e.g., landowner, occupant, resident) included in the personal consultation and notification program,

b) legal land description for each party,

c) a description of each party's interest in the land (e.g., trapper, landowner, resident, facility licensee),

d) date and type of contact conducted with each party (e.g., telephone conversation, registered mail, personal meeting),

e) date the EUB brochure and EnerFAQs No. 8 were distributed where required,

f) date the applicant's project-specific information package was distributed,

g) date the supplementary EnerFAQs were provided, and

h) date confirmation of nonobjection was obtained where required.

5.10.2.4 Confirmation of Nonobjection

70) The EUB does not require that confirmation of nonobjection be in the form of a signature; however, documentation must be submitted when available.

Confirmation of nonobjection may consist of one of the following documents, depending on the nature of the proposed development:

a) Freehold lease agreement (Freehold also includes Federal Lands and Provincial Special Area Board[s] Land)

   i) The licensee must submit a copy of the agreement that confirms the parties involved, the date of agreement, and the location of land involved.

b) Crown disposition (i.e., signed Mineral Surface Lease, Miscellaneous Lease, or Pipeline Installation Lease; executed Area Operating Agreement or Temporary Field Authorization)

   i) In the case of an Area Operating Agreement (AOA), the licensee must submit copies of the following AOA documents

      - the "title page" (including the details of the expiry date, company name and area of operation)
      - the "sign-off page" (including when the agreement was executed)
      - geographical map and locations list

   ii) For all other Crown dispositions, the licensee must submit a copy of the agreement that confirms the parties involved, the execution of the agreement (signature), the date of the agreement, and the location of the land involved.

c) Signed document that identifies the details of the proposal (e.g., signatory page from the applicant's information package)

71) If confirmation of nonobjection is verbal, the licensee must document (log) the name of the party providing verbal nonobjection and the date on which verbal nonobjection was obtained.

5.10.2.5 Information Packages

72) The licensee must submit a copy of the project-specific information package that was distributed to the parties included in the participant involvement process.

It is not necessary to include a copy of the EUB's documents in the audit submission. However, details of its distribution must be included.

5.10.2.6 Open House Meetings

73) If an open house meeting was conducted with the public as part of the applicant's personal consultation and notification program, the licensee must submit

a) copies of any media communications, community notices, announcements, and invitations,

b) names, addresses, and telephone numbers (as available) for those

  i) invited and contacted, and

  ii) in attendance,

c) date, time, location, and agenda for the event,

d) a report of the proceedings, and

e) copies of the information documents distributed.

5.10.2.7 Concerns and objections

74) If concerns/objections were received during the course of the participant involvement program, the licensee must submit

a) a record and explanation of any concerns/objections received, and

b) documentation confirming the resolution of any concerns/objections.

5.10.3 Step 3: Emergency Response Planning

75) The licensee must keep a copy of the corporate level ERP or, where required, the specific ERP on file for review upon request. It is not required for inclusion in the audit submission.

a) The licensee must include in the audit submission a statement confirming that a corporate plan and/or specific plan will be available for review.

76) If the personal consultation and notification process was based on a preapproved ERP radius issued by EUB Air and Safety Compliance, the licensee must submit a copy of the approval with the audit submission.

5.10.4 Step 4: Type of Application

77) For Category B facilities, the licensee must submit a gas analysis representative of the inlet stream.

5.10.5 Step 5: Facility Design Criteria

78) For all facilities, the licensee must submit a written description of the proposed process scheme.

79) For gas processing, straddle, fractionation, and sulphur recovery plants, the licensee must submit

a) a plant material balance for design conditions that matches the streams and equipment shown on the PFD and includes

   i) maximum H_2S content for both the inlet rate and the acid gas rate,

   ii) design rates for the inlet and recovered products,

   iii) maximum acid gas rate, and

   iv) continuous sulphur emission rate; and

b) an explanation of any differences between the applied-for rates and those contained in the plant material balance.

80) For new Category C and D and all Category E gas plants, the licensee must submit documentation regarding the alternatives to construction, including

a) evaluation of the technical and economic feasibility of using or modifying existing infrastructure,

b) an assessment of the social and economic effects of the alternatives, and

c) design parameters and available capacity of existing Category C, D, and E gas plants that were considered.

81) For custom treating facilities, the licensee must submit an inlet analysis to determine the percentage of oil, water, and solids.

82) For heavy oil facilities, the licensee must submit an oil analysis.

5.10.6 Step 6: Gas Treating/Processing Facilities Only

83) For facilities where the sulphur inlet is greater than 1 t/d, the licensee must submit an explanation of how the facility meets the current sulphur recovery guidelines.

84) For facilities where an H_2S scavenger unit is proposed, the licensee must submit a description of the H_2S scavenger system proposed, the nature of the spent scavenger, and its disposition.

5.10.7 Step 7: All Category C, D, and E Facilities

85) For all facilities where the inlet H_2S content is more than 0.01 mol/kmol, the licensee must submit a wellhead or inlet gas analysis representative of the facility's inlet stream(s).

86) For facilities with continuous sulphur emissions, the licensee must submit a breakdown of all sources that contribute to the total value (e.g., flare, produced water tanks).

5.10.8 Step 8: Total Continuous Emissions

87) For facilities with sources of NO_x and CO_2 emissions, the licensee must submit

   a) a breakdown and total of CO_2 and NO_x emissions for all sources in t/d and kg/h respectively, and

   b) documents to demonstrate the exhaust stack height requirements of *IL 88-05* are met if the total NO_x emissions are less than 16 kg/h.

88) For facilities with continuous flaring, venting, or incineration, the licensee must submit a list of all sources.

5.10.9 Step 9: Compressors/Pumps

89) For facilities with compressors/pumps, the licensee must submit manufacturer's specifications for the proposed compressor that confirm emission ratings, unit size, and driver type.

5.10.10 Step 10: Safety and Environment Requirements

5.10.10.1 Setback Requirements

90) The licensee must submit

   a) the input parameters used to calculate the potential H_2S release volume of the highest level of pipeline associated with the facility (inlet or outlet streams),

   b) a pipeline map showing emergency shutdown (ESD) and check valve locations, and

   c) the pipeline licence and line number for the highest level of pipeline associated with the facility.

5.10.10.2 Equipment Spacing Requirements

91) The licensee must submit a site-specific plot plan showing

   a) equipment placement,

   b) the distances between equipment, and

   c) the distance to surface improvements.

92) The licensee must state whether ESD valves are automated or manual control fail-safe mode.

5.10.10.3 CSA Requirements

No documentation required.

5.10.10.4 Gas Conservation

93) For facilities with continuous flaring, venting, and incineration recorded in Step 8, the licensee must submit the *Guide 60* economic evaluation of conservation, if sufficient information is available to do the evaluation. If it is not feasible to complete the conservation evaluation until the well test is completed, the licensee must submit an explanation of related reasons and a description of plans to complete the evaluations after initial production.

5.10.10.5 Vapour Recovery

94) For facilities where the inlet H_2S is greater than 10 mol/kmol, the licensee must submit a description of the method proposed to control odours from storage tanks and other sources of vented gas, including the type of system.

95) For facilities where a product containing greater than 0.01 mol/kmol of H_2S will be transported, the licensee must submit documentation that confirms that a method to control off-lease odours during the transport of fluids containing H_2S gas is in place.

5.10.10.6 Noise Guidelines

96) For all facilities with noise-generating equipment, the licensee must submit a copy of the noise impact assessment prepared in accordance with *Guide 38*.

5.10.10.7 Storage Requirements

97) For facilities where products and materials will be stored on site, the licensee must submit a list of materials that will be stored and a description of the storage method (*Guide 55*), including details of

  a) design and construction,

  b) leak detection,

  c) secondary containment,

  d) weather protection, and

  e) primary containment type and size.

5.10.10.8 Waste Management

No documentation required.

5.10.10.9 Measurement Requirements

98) For all facilities, the licensee must submit a list and provide the location of each type of meter proposed for each measurement point.

99) For facilities with continuous flaring, venting, and incineration recorded in Step 9, the licensee must submit documentation to confirm how measurement/estimation procedures meet the requirements of *Guide 60*, Section 10.1.

5.10.11 Step 11: Alberta Environment

5.10.11.1 SO_2 and NO_x Emissions/Stack Height

100) For facilities where the inlet H_2S is greater than 10 mol/kmol, the licensee must submit

   a) a schematic diagram or description of the flare stack that must show a continuous pilot or automatic igniter,

   b) a copy of the input parameters and the predicted normal and maximum ground-level concentration of SO_2 on a one-hour averaging time basis, and

   c) the name of the Alberta Environment recommended dispersion model that was used in the design of the flare.

101) For facilities where the NOx emissions are less than 16 kg/h and modelling was conducted, the licensee must submit

   a) the input parameters and predicted normal and maximum ground-level concentration of NO_x, and

   b) the name of the Alberta Environment recommended dispersion model that was used.

5.10.11.2 Alberta Environment Approval/Registration

102) For facilities with total NO_x emissions more than 16 kg/h and all Category C, D, and E gas plants, the licensee must submit the Alberta Environment approval or registration number, if available.

5.10.11.3 Environmental Impact Assessment (EIA)

No documentation is required.

5.10.12 Step 12: Working Interest Participant Requirements

No documentation is required.

Table 5.4. Facility application audit checklist

This list provides a summary of documents required for submission. Please refer to the referenced sections for full details. The EUB reserves the right to request the submission of additional information not listed below that may assist in completing the review of an application.

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine Submissions
Step 2: Participant Involvement Requirements								
5.10.2.1 Participant Involvement Map Requirements								
				Map				Map
5.10.2.2 Industry Notification Requirements								
				Record of contact with other parties, including name, address, telephone number				Record of contact with other parties, including name, address, and telephone number
				Copies of all correspondence between parties				Copies of all correspondence between parties
				Minutes of meetings held				Minutes of meetings held
				Copies of the information distributed				Copies of the information distributed
								Explanation of why the industry notification requirements cannot be met
								Chronology of industry notification conducted
5.10.2.3 Personal Consultation and Confirmation of Nonobjection								
				Participant Involvement Summary				
								Explanation of why the personal consultation and notification requirements cannot be met
								Chronology of personal consultation and notification conducted
								List of participants for which personal consultation and notification has not occurred
								Summary of efforts made to fulfill the personal consultation and notification requirements
5.10.2.4 Confirmation of Nonobjection								
				Freehold lease agreement				
				Crown disposition				
				Signed information document				
				Documented verbal consent				
				Written agreement to proceed to Surface Rights Board				
								Explanation of why nonobjection cannot be confirmed (continued)

Table 5.4. Facility application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine Submissions
								Chronology of attempts to confirm nonobjection
								List of participants for which nonobjection has not been confirmed
5.10.2.5	Information Packages							
				Applicant's project-specific information package				
				List of all documents provided to participants				
				Documented refusal of information packages				
								Explanation of why the required information package(s) were not distributed
5.10.2.6	Open House/Information Sessions							
				Copies of media communications, community notices, announcements, and invitations				
				Names, addresses, telephone numbers of attendees and invitees				
				Summary of the proceedings				
				Copies of documents (information) distributed				
5.10.2.7	Concerns and objections							
				A record and explanation of any concerns/objections received				
				Documentation demonstrating resolution of the concerns/objections received				
								Name, address, telephone number, and legal land description of participant(s) with outstanding concerns/objections
								Copy of the written concern/objection (or summary of issues if not available)
								Copy of the applicant's project-specific information package
								Chronology of events, including attempts made to resolve outstanding concerns/objections (continued)

Table 5.4. Facility application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine Submissions
								List of other documents distributed
								Explanation of how you want the EUB to proceed with the application
5.10.3	Step 3: Emergency Response Planning							
				Statement of confirmation that a corporate or specific plan will be available for review				
				Copy of preapproved ERP radius issued by EUB Operations				
5.10.4	Step 4: Type of Application							
				For B Category facilities, a representative gas analysis				
5.10.5	Step 5: Facility Design Criteria							
				Written description of the proposed process at the facility				
				Process flow diagram				
				For gas processing, straddle, fractionation, and sulphur recovery plants, a plant material balance				
				For gas processing, straddle, fractionation, and sulphur recovery plants, an explanation of any differences between design rates applied for and those from the material balance				
				For Category C, D, and E plants, the results of the feasibility evaluation of existing plants that was conducted				
				For custom treating facilities, an inlet analysis for oil, water, and solids				
				For facilities handling heavy oil, a representative oil analysis				
5.10.6	Step 6: Gas Treating/Processing Facilities							
				Explanation of how the facility meets the current sulphur recovery requirements				
				Description of the H_2S scavenger system proposed, nature of spent chemical, and its disposition				(continued)

Table 5.4. Facility application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine Submissions
								Description of the proposed process, including a detailed process flow diagram and material balance
								Explanation of how the proposed process will meet the sulphur recovery requirements
								Available correspondence from AENV related to the process
								Technical documents/papers discussing the process
								Results/description of the process in operation at another facility
5.10.7	Step 7: All Category C, D, and E Facilities							
				Wellhead or inlet gas analysis representative of facility inlet				
				Breakdown of all sources that contribute to the continuous sulphur emissions				
5.10.8	Step 8: Total Continuous Emissions							
				Breakdown of the sources of NOx and CO_2 emissions				
				Manufacturer specifications to confirm NOx and CO_2 emissions				
				Documentation to demonstrate that stack height requirements have been met				
				List of all sources of continuous flaring, incineration and venting				
5.10.9	Step 9: Compressors/Pumps							
				Manufacturer specifications to confirm emission ratings, type of driver, and size of compressor/pump				

(continued)

Table 5.4. Facility application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine Submissions
5.10.10	Step 10: Safety and Environment Requirements							
5.10.10.1	Setback Requirements							
				Input parameters used to calculate the highest level of Category D pipeline associated with the facility				Input parameters used to calculate the highest level of Category D pipeline associated with the facility
				Pipeline map showing ESD and check valve locations				Pipeline map showing ESD and check valve locations
				Pipeline licence and line number for the pipeline that determined the required setback				Pipeline licence and line number for the pipeline that determined the required setback
								Explanation of why the setbacks cannot be met
5.10.10.2	Equipment Spacing							
				Site-specific plot plan				Site-specific plot plan
								Explanation of what equipment will not meet the requirements and why
								Description of fluids involved and all sources of gaseous vapours
								Topographic map (if terrain is the cause)
								Description of how safety will not be compromised by a relaxation from the requirement, including safety assessment and response time for call out
5.10.10.4	Gas Conservation							
				Economic evaluation of gas conservation or an explanation of why the evaluation cannot be completed until the well test is complete, and a description of the plans to complete the evaluation after well testing				
								Explanation of why the requirements of *Guide 60* will not be met, supported by materials such as air quality dispersion modelling and equipment spacing
5.10.10.5	Vapour Recovery							
				For facilities with $H_2S > 10$ mol/kmol, a description of the method proposed to handle stock tank vapours so that proper combustion occurs				(continued)

Table 5.4. Facility application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine Submissions
				For Category C, D, and E facilities, a description of how off-lease odours will be controlled during the transfer and transport of fluids containing H_2S				
								Explanation of why vapour recovery will not be installed
								Discussion of mitigative measures to ensure off-lease odours do not occur
								Process flow diagram
								Map showing proximity of residents
5.10.10.6 Noise Requirements								
				A copy of the noise impact assessment				A copy of the noise impact assessment
								An explanation of why the noise requirements will not be met
								Discussion of the mitigative measures proposed or a discussion of why mitigative measures are not practical
								Map showing proximity of residents
5.10.10.7 Storage Requirements								
				Size and type of storage tank(s) proposed				
				Description of design and construction, leak detection, secondary containment, and weather protection for each tank proposed				
								Explanation of why the storage requirements will not be met, and a description of alternative storage methods
								Discussion of how the environment will not be compromised by a relaxation of the requirements

(concluded)

Table 5.4. Facility application audit checklist (concluded)								
Section No.	**Y**	**N**	**N/A**	**Audit Documents**	**Y**	**N**	**N/A**	**Nonroutine Submissions**
5.10.10.9 Measurement Requirements								
				A list and location of each meter proposed				
				Documentation to confirm that the measurement/estimation procedures for flared, incinerated, and vented volumes meet the requirements of *Guide 60*				
								Explanation of why measurement will not meet the EUB requirements and a discussion of the proposed alternative
								Process flow diagram
5.10.11 Step 11: Alberta Environment								
5.10.11.1 SO_2 and NO_x Emissions								
				Schematic diagram or description of the flare stack				Schematic diagram or description of the flare stack
				Input parameters and the predicted normal and maximum ground-level concentration of SO_2				Input parameters and the predicted normal and maximum ground-level concentration of SO_2
				Name of the dispersion model used				Name of the dispersion model used
								Describe the magnitude and frequency of potential SO_2 exceedances
								Information on situations leading to SO_2 exceedances (operational scenarios, meteorological conditions)
				For facilities with NO_x emissions < 16 kg/h, the input parameters and predicted normal and maximum ground-level concentration of NO_x (if modeling was conducted)				
				A copy of the AENV approval or registration number if available				

EUB Alberta Energy and Utilities Board

Guide 56 – Schedule 2

Facility Licence Application

DAY	MONTH	YEAR	EUB APPLICATION NUMBER	APPLICANT FILE NUMBER

1. IDENTIFICATION

Company Name ______________________________ Applicant BA Code__________

2. PARTICIPANT INVOLVEMENT REQUIREMENTS

1. Consultation and notification requirements have been met: Public .... YES ☐ **NO** ☐
   Industry .... YES ☐ **NO** ☐
2. There are outstanding objections/concerns related to this application .... **YES** ☐ NO ☐
3. Distance to nearest surface development ________km

3. EMERGENCY RESPONSE PLANNING

1. The applicant will meet EUB requirements for emergency response planning........ YES ☐

2a. The facility requires a new emergency response plan .... YES ☐ NO ☐ N/A ☐

2b. The facility requires an amendment to an existing emergency response plan .... YES ☐ NO ☐ N/A ☐

4. TYPE OF APPLICATION

Category Type______ Location (LE ____ LSD ____ SEC ____ TWP ____ RGE ____) W ___ M EUB-Designated Field or Strike Area ____________________

☐ NEW FACILITY Linking Facility Licence No. F ________________

☐ TEMPORARY NEW FACILITY In use until ____________________ 1 Year Maximum (DAY MONTH YEAR)

☐ LICENCE AMENDMENT Facility Licence No. F ________________

1. The proposed facility is part of an experimental, primary, or commercial crude bitumen scheme .... YES ☐ NO ☐
   If YES, Scheme Approval No. ________________

5. FACILITY DESIGN CRITERIA (Maximum Daily Rates)

Total Inlet Rates	Raw Gas	Oil/Condensate	Water	Sulphur
	________10^3 m^3/d	________m^3/d	________m^3/d	________t/d

Total Recovered Products (Gas processing plants only)	Sales Gas	C_2	C_3	C_4s	C_5+
	________10^3 m^3/d	________m^3/d	________m^3/d	________m^3/d	________m^3/d
	Sulphur	C_2 + mix	LPG mix	C_2 Component of C_2 + mix	
	________t/d	________m^3/d	________m^3/d	________m^3/d	

6. GAS TREATING/PROCESSING FACILITIES ONLY

Sweetening Process ☐ Regenerative ☐ Nonregenerative

Acid Gas Volume ________10^3 m^3/d

H_2S Content of Acid Gas ________mol/kmol

Acid Gas Disposal Method ☐ Subsurface injection ☐ Sulphur Recovery ☐ Flaring/Incineration
☐ CO_2 Venting ☐ H_2S Scavenger ☐ **Other** (specify)____________________

Sulphur Recovery Process ☐ Claus ☐ CBA ☐ Superclaus
☐ Sulfreen ☐ MCRC ☐ **Other** (specify) ____________________

Sulphur Recovery Efficiency (quarterly - calendar)__________% ☐ N/A

If you check a BOLD response, you must attach supporting information.

(Schedule 2 continued on next page)

APPLICANT FILE NUMBER

Schedule 2, page 2 Company Name ______________________ ______________________

7. ALL CATEGORY C, D, AND E FACILITIES

Maximum H_2S Content of Inlet Gas ____________mol/kmol Maximum Continuous Sulphur Emission Rate____________t/d

8. TOTAL CONTINUOUS EMISSIONS

NO_x Emissions____________kg/h CO_2 Emissions____________t/d

Maximum Continuous Flaring/Incineration Rate____________10^3 m^3/d Maximum Continuous Venting Rate____________10^3 m^3/d

9. COMPRESSORS/PUMPS

Compressor/Pump Rating	Compressor/Pump Driver Power Source		No_x Emission Rating
	Natural Gas	Electric	
________ kW	☐	☐	______g/kWh
________ kW	☐	☐	______g/kWh
________ kW	☐	☐	______g/kWh
________ kW	☐	☐	______g/kWh
________ kW	☐	☐	______g/kWh

☐ Table Attached

Total Number of Compressors on Site: __Natural gas __Electric Total On-site Compressor Wattage: ____________kW

Total Number of Pumps on Site: __Natural gas __Electric Total On-site Pump Wattage: ____________kW

10. SAFETY AND ENVIRONMENT REQUIREMENTS

1. Setback requirements have been met........ YES ☐ NO ☐ N/A ☐
2. Equipment spacing requirements will be met........ YES ☐ NO ☐
3. The facility will meet all current and applicable CSA standards........ YES ☐ NO ☐ N/A ☐
4. Gas will be continuously flared, incinerated, or vented........ YES ☐ NO ☐ N/A ☐

4a. If YES, the gas flaring, incinerating, or venting will comply with the requirements of *Guide 60*........ YES ☐ NO ☐

5. A method to recover vapours will be implemented........ YES ☐ NO ☐ N/A ☐
6. The facility meets the EUB *Noise Control Directive* requirements (*Guide 38*)........ YES ☐ NO ☐ N/A ☐
7. EUB storage requirements will be met........ YES ☐ NO ☐ N/A ☐
8. EUB oilfield waste management requirements will be met........ YES ☐
9. EUB production measurement requirements will be met........ YES ☐ NO ☐ N/A ☐

11. ALBERTA ENVIRONMENT (AENV)

1. SO_2 and NO_x air emissions meet the *Alberta Ambient Air Quality Guidelines*........ YES ☐ NO ☐
2. Approval from or registration with AENV is required........ YES ☐ NO ☐
3. AENV requires an environmental impact assessment........ YES ☐ NO ☐

12. WORKING INTEREST PARTICIPANTS

1. The licensee is the only working interest participant. If NO, attach a completed Schedule 2.1........ YES ☐ NO ☐

5.11 How to Complete Facility Licence Application Schedules

5.11.1 How to Complete Schedule 2: Facility Licence Application

Date	Enter the date on which you will submit this schedule to the EUB in the upper left corner (e.g., 15 Jan 2003).
Applicant File Number	Enter your own file number in the designated area (optional).

Step 1: Identification

Company Name	Enter the full corporate name of the applicant.
Applicant BA Code	Enter the 4-digit business associate (BA) code issued to your company by the EUB.

Step 2: Participant Involvement Requirements

*If you check a **BOLD** response, you must attach supporting information.*

1. Consultation and notification requirements have been met: Public	YES means all applicable requirements as outlined in Table 5.1, the participant involvement requirements of Section 2, and Section 5.8 have been met prior to application submission. **NO** means that due to exceptional circumstances, all applicable requirements as cited above have not been met. This includes being unable to contact a party or receive confirmation of nonobjection, as required. If **NO**, you must attach a detailed explanation of why all personal consultation and notification requirements were not completed, a chronology of the participant involvement program that occurred, and a discussion of the mitigative measures taken. The EUB will review the circumstances and decide if an exemption is warranted.
1. Consultation and notification requirements have been met: Industry	YES means all operators of similar facilities and all licensees of unconnected wells within your area of investigation have been notified in accordance with the participant involvement requirements of Section 2, Section 5.8, and Table 5.2 and the proliferation requirements of Section 5.9.3 prior to application submission. **NO** means that due to exceptional circumstances, all applicable requirements as cited above have not been met. If **NO**, you must attach a detailed explanation of why the notification requirements were not completed, a chronology of the participant involvement program that occurred, a discussion of the mitigative measures taken, and all correspondence that was shared between parties involved. The EUB will review the circumstances and decide if an exemption is warranted.
2. There are outstanding concerns/objections related to this application.	**YES** means there are outstanding concerns/objections. If **YES**, you must attach • name, address, telephone number, and legal land description of the participant with outstanding concerns/objections;

- a copy of written concerns/objections received; if not available, a summary of issues;
- a chronology of the participant involvement program conducted with the party;
- a discussion of how you would like the EUB to proceed with your application;
- steps taken to mitigate the outstanding concerns/objections;
- a copy of the project-specific information package provided; and
- a list of other documents distributed.

The EUB will review only the concern/objection identified and decide if an exemption is warranted.

NO means there are no outstanding public and/or industry concerns/objections.

3. Distance to nearest surface development.	Enter the distance to the nearest surface development in kilometres (km) to 2 decimal places.

Step 3: Emergency Response Planning

1. The applicant will meet EUB requirements for emergency response planning. (Section 5.9.1)	YES means that the corporate or specific emergency response plan will meet the requirements of *Guide 71*.
2a. The facility requires a new emergency response plan.	YES means that a new emergency response plan is required. NO means that a new emergency response plan is not required. N/A means that this is a Category B facility.
2b. The facility requires an amendment to an existing emergency response plan.	YES means an existing emergency response plan will be amended to include this facility. NO means an existing emergency response plan will not be amended. N/A means this is a Category B facility.

Step 4: Type Of Application

Category Type	For each Schedule 2 attached, enter the applicable category type from Table 5.1.
Location	Enter the surface location of the facility where construction will occur using the Dominion Land Survey system. If this is a licence amendment to a previously approved facility, enter the location exception (LE) assigned on the previous licence. Leave LE blank for all new facility applications.
EUB-Designated Field or Strike Area	Enter the EUB-designated field or strike area in which the facility is or will be located.

If no field or strike area has been designated, leave this blank.

Field and strike area information may be obtained on the EUB Web site www.eub.gov.ab.ca.

New Facility	Check this box if you are applying to construct and operate a new facility that has never been issued a facility licence number.
Linking Facility Licence No. (Section 5.9.2)	Enter the facility licence number for the facility that receives and reports the production from this nonreporting facility. This also applies to temporary nonreporting facilities.
Temporary New Facility	Check this box if you are applying for a facility that will operate for less than 1 year or if you are applying to extend the temporary status of an existing facility for up to an additional 6 months.
In Use Until (1 year maximum)	Enter the date by which the temporary facility will be decommissioned. This date must not be more than 1 year from the date of application (or 6 months, in the case of an extension).
Licence Amendment	Check this box if you are amending an existing EUB-licensed facility.
Facility Licence No. (Licence Amendments Only)	Enter the existing EUB facility licence number for the facility being amended. If you are changing a temporary facility to permanent status, enter the facility licence number issued for the temporary operation.
1. The proposed facility is part of an experimental, primary, or commercial crude bitumen scheme.	YES means that the proposed facility is part of an approved experimental, primary, or commercial crude bitumen scheme. If YES, enter the scheme approval number in the space provided. NO means that the proposed facility is not part of an approved experimental, primary, or commercial crude bitumen scheme.

Step 5: Facility Design Criteria

For facility licence amendments, your answers should represent the total design rates associated with all on-site equipment for the location identified and should not represent only that equipment associated with the licence amendment (Section 5.9.3).

Total Inlet Rates (maximum daily rates)	Enter the maximum daily design rates under normal operating conditions for the facility inlet, to 2 decimal places. If the inlet sulphur is less than 0.01 t/d, enter zero and retain audit documents to demonstrate that the correct category type has been applied for.
Total Recovered Products (gas processing plants only)	Enter the maximum daily design rates for all applicable recovered and saleable products, to 2 decimal places.

Step 6: Gas Treating/Processing Facilities Only

Complete all applicable areas in this step if you are applying for a gas treating/processing facility with more than 0.01 mol/kmol of H_2S in the inlet gas stream, if you are applying for a sweetening facility for the purpose of CO_2 removal, or if you are applying to operate an H_2S scavenger system.

*If you check a **BOLD** response, you must attach supporting information.*

Sweetening Process	Check the appropriate box for the type of sweetening process used.
Acid Gas Volume	Enter the maximum daily design rate of acid gas (H_2S and CO_2) removed from the sour gas inlet stream in 10^3 m^3/d.
H_2S Content of Acid Gas	Enter the H_2S content of the acid gas stream in mol/kmol, to 2 decimal places.
Acid Gas Disposal Method	Check the appropriate boxes for all processes used. If you choose **Other**, you must attach a description of the alternative process and supporting technical documents/papers discussing the method. The EUB will review the circumstances and decide if an exemption is warranted.
Sulphur Recovery Process (Section 5.9.5)	Check the appropriate boxes for all processes used. If you select **Other**, you must attach • a description of the proposed process, including a supporting process flow diagram and material balance; • technical documents/papers discussing the process; • an explanation of how the proposed process will meet the sulphur recovery requirements; • available correspondence from Alberta Environment related to the process, including correspondence; and • the results/description of the process in operation at another facility. The EUB will review the circumstances and decide if an exemption is warranted.
Sulphur Recovery Efficiency (quarterly-calendar)	Enter the minimum sulphur recovery efficiency percentage (%) determined on a calendar quarter-year average basis, to 1 decimal place. Check N/A if a sulphur recovery process is not used.

Step 7: All Category C, D, and E Facilities

Complete this step if you are applying for a facility with more than 0.01 mol/kmol of H_2S in the inlet gas stream.

Maximum H_2S Content of Inlet Gas	Enter the maximum H_2S content of the raw inlet gas in mol/kmol, to 2 decimal places.

	For facilities with multiple inlet streams, record the H_2S value from the inlet stream with the highest H_2S content.
Maximum Continuous Sulphur Emission Rate	Enter the maximum continuous sulphur emission rate on a sulphur-equivalent basis in tonnes per day (t/d), to 2 decimal places. This value should represent the sum of the sulphur content of the tail gas emission from a sulphur recovery process, continuous acid gas flaring/incineration, emissions from produced water tanks, and continuous or routine flaring/incineration of gas containing H_2S. This does not include sulphur emissions from infrequent emergency or maintenance flaring/incineration.

Step 8: Total Continuous Emissions

Complete this step for all facilities. Your answers should represent the total design amounts associated with all on-site equipment for the location identified (Section 5.9.7).

NO_x Emissions	Enter the total amount of NO_x emissions from all sources at the facility site in kilograms per hour (kg/h). If less than 0.1 kg/h, enter zero.
CO_2 Emissions	Enter the total amount of CO_2 emissions from all sources at the facility site in t/d. If less than 0.1 t/d, enter zero.
Maximum Continuous Flaring/Incineration Rate	Enter the maximum continuous flaring/incineration rate in 10^3 m^3/d, to 2 decimal places, from all sources on site where gas is burned in a flare or incinerator. This value should not include fuel gas used for header purge or pilot fuel, or volumes attributed to emergency or maintenance flaring.
Maximum Continuous Venting Rate	Enter the maximum continuous venting rate in 10^3 m^3/d, to 2 decimal places, from all sources on site where gas is vented. This value should not include volumes attributed to emergency or maintenance venting. For facilities operating a sweetening unit for the purpose of CO_2 removal, record the volume of CO_2 vented from that operation.

Step 9: Compressors/Pumps

Complete this step if you are installing upstream compression at a new facility, installing an injection/disposal pump, or adding upstream compressors and/or injection/disposal pumps to an existing site (Section 5.9.8).

Compressor/Pump Rating	Enter the kilowatt (kW) rating of each unit to be installed at a new facility or being added to an existing facility.
Compressor/Pump Driver Power Source	Check the appropriate box for each new unit proposed for installation.
NO_x Emission Rating	Enter the manufacturer's rating for NO_x emissions in grams of NO_x per kilowatt hour (g/kWh) for each compressor/pump proposed for installation. Enter zero if you are using an electric-driven compressor/pump.

Table Attached	If more than 5 compressors/pumps are being installed, attach a separate table with the above information for each unit.
Total Number of Compressors on Site	Enter the total number of natural gas and/or electric drive compressors located at the facility, including any new units being added by this application.
Total On-site Compressor Wattage	Enter the sum of the compressor wattage for the entire facility operations in kilowatts (kW). The total must include any new units being added by this application.
Total Number of Pumps on Site	Enter the total number of natural gas and/or electric drive pumps located at the facility, including any new units being added by this application
Total On-site Pump Wattage	Enter the sum of the pump wattage for the entire facility operations in kW. The total must include any new units being added by this application.

Step 10: Safety and Environment Requirements

*If you check a **BOLD** response, you must attach supporting information.*

1. Setback requirements have been met. (Section 5.9.9)	YES means this is a Category C, D, or E facility and the setback requirements outlined in Table 5.3 have been met. **NO** means the facility is a Category C, D, or E facility but due to exceptional circumstances it does not meet the setback requirements. If **NO**, you must attach a detailed explanation as to why the requirements cannot be met. The EUB will review the circumstances and decide if an exemption is warranted. N/A means that this is a Category B facility or there are no Category D pipelines associated with this Category C, D, or E facility.
2. Equipment spacing requirements will be met. (Section 5.9.10)	YES means the facility design and construction will meet the equipment spacing requirements detailed in the Oil and Gas Conservation Regulations (OGC Regulations), Part 8, and as required by *Guide 60*. **NO** means that due to exceptional circumstances all applicable requirements as cited above have not been met in the facility design. If **NO**, you must attach • a detailed explanation of what equipment will not meet the requirements and why; • a description of fluids involved; • a topographic map (if terrain is the cause); and • a description of how safety will not be compromised by a relaxation from the requirement, including safety assessment and response time for call out. The EUB will review the circumstances and decide if an exemption is warranted.

3. The facility will meet all current and applicable CSA standards.

YES means the facility is covered by current CSA standards and will meet all applicable requirements in the CSA Z662 document.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met in the facility design.

If **NO**, you must attach a detailed explanation. The EUB will review the circumstances and decide if an exemption is warranted.

N/A means the CSA standards do not apply to this facility.

4. Gas will be continuously flared, incinerated, or vented. (Section 5.9.7)

YES means gas produced at the facility will be continuously flared, incinerated, or vented under normal operating conditions.

NO means the gas produced at the facility will be conserved.

N/A means no continuous flaring, venting, or incinerating will occur or that this is a Category E facility.

4(a). If YES, the gas flaring, incinerating, or venting will comply with the requirements of *Guide 60*.

Only complete this question if you answered YES to question 4 above.

YES means that the applicant intends to comply with performance standards defined in *Guide 60*, Sections 7 and 8, and has completed an economic evaluation of conserving the continuous flared, incinerated, or vented gas, as described in Section 2 of *Guide 60*.

NO means you are requesting an exemption from *Guide 60* requirements and/or have not completed an economic evaluation of gas conservation.

If **NO**, you must attach a description of the exemption that you are proposing and a detailed explanation of your reasons. If you have not completed an evaluation of gas conservation, you must attach an explanation that includes your plans to complete the evaluation when sufficient information is available.

The EUB will review the circumstances and decide if an exemption is warranted.

5. A method to recover vapours will be implemented. (Section 5.9.11)

YES means you will be implementing a method to recover stock tank vapours, as required by the Oil and Gas Conservation Regulations, 7.070, and that a method to contain vapours during the transfer and transport of fluids containing more than 0.01 mol/kmol H_2S will be implemented or that, for licence amendment applications, a vapour recovery system already exists.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach a detailed explanation of why a vapour recovery unit will not be installed and a discussion of mitigative measures to ensure that off-lease odours do not occur. The EUB will review the circumstances and decide if an exemption is warranted.

N/A means the facility does not require a vapour recovery system or the facility does not transfer products containing more than 0.01 mol/kmol H_2S.

6. The facility meets the EUB *Noise Control Directive* requirements (*Guide 38*).
(Section 5.9.12)

YES means a noise impact assessment has been conducted and used in site selection and facility design, and it indicates that the facility will operate within the guidelines in *ID 99-08* and *Guide 38*.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach the noise impact assessment, explain the situation, and outline what steps will be taken to mitigate any potential noise problems. The EUB will review the circumstances and decide if an exemption is warranted.

N/A means there is no noise-generating potential at this facility.

7. EUB storage requirements will be met.

YES means the facility design and operation will meet the storage requirements in *IL 84-11*, *IL 94-06*, and *Guide 55*. This also applies to sulphur-forming, storage, and transportation facilities that are part of the facility.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach a detailed explanation of why the storage requirements will not be met, a description of alternate storage methods, and a discussion of how the environment will not be compromised by a relaxation of the requirements. The EUB will review the circumstances and decide if an exemption is warranted.

N/A means materials will not be stored at this facility or the materials stored are exempt from *Guide 55* requirements.

8. EUB oilfield waste management requirements will be met.

YES means an oilfield waste management plan will be developed and implemented to manage any wastes generated as a result of the facility's operations.

On-site waste management (one-time treatment or waste management component) is limited to those oilfield wastes generated outside of the production system. The oilfield waste management system requires approval as an oilfield waste management facility pursuant to the application requirements detailed in *Guide 58*. The requirements for the management of oilfield wastes are detailed in *ID 96-03*, *Guide 58*, *ID 2000-04*, *ID 2000-03*, *ID 99-04*, *IL 99-02*, and *IL 98-02*.

9. EUB production measurement requirements will be met.
(Section 5.9.13)

YES means the facility design and operation will meet the production measurement standards detailed in *Guide 56,* Section 5.9.13 and Appendix 2, and in *Guide 60*.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach a detailed explanation of why measurement will not meet the EUB requirements and a discussion of the proposed alternative. The EUB will review the circumstances and decide if an exemption is warranted.

N/A means the requirements as cited above are not applicable or that, for licence amendments, no change to the measurement standards are required.

Step 11: Alberta Environment (AENV)

*If you check a **BOLD** response, you must attach supporting information.*

1. SO_2 and NO_x air emissions meet the *Alberta Ambient Air Quality Guidelines.*
(Section 5.9.7 and Section 5.9.14)

YES means SO_2 and NO_x emissions will be within the *Alberta Ambient Air Quality Guidelines* issued by AENV, as predicted by dispersion modelling.

NO means that due to exceptional circumstances SO_2 and/or NO_x emissions will not be within the *Alberta Ambient Air Quality Guidelines*.

If **NO**, for SO_2 exceedances you must attach

- a schematic diagram or description of the flare stack;
- the input parameters and the predicted normal and maximum ground-level concentration of SO_2;
- the name of the dispersion model used;
- a description of the magnitude and frequency of potential SO_2 exceedances; and
- information on situations leading to SO_2 exceedances (e.g., operational scenarios, meteorological conditions).

If **NO**, for NO_x exceedances you must attach

- an explanation of why the *Alberta Ambient Air Quality Guidelines* will not be met; and
- the input parameters and the predicted normal and maximum ground-level concentration of NO_x.

The EUB will review the circumstances and decide if an exemption is warranted.

2. Approval from or registration with AENV is required.

YES means the facility requires approval from or registration with AENV under the Environmental Protection and Enhancement Act (EPEA) Activities Designation Regulation or the *Code of Practice for Compressor and Pumping Stations and Sweet Gas Processing Plants* and may require an application to AENV.

NO means the facility is not regulated under EPEA or the licence amendment does not require a change to the existing AENV approval/registration of the facility.

3. AENV requires an environmental impact assessment.

YES means the facility requires an environmental impact assessment (EIA) under EPEA.

NO means the facility does not require an EIA under EPEA.

This information will help EUB staff coordinate a joint notice, if required.

Step 12: Working Interest Participants

1. The licensee is the only working interest participant. (Section 5.9.15)

YES means that the licensee is the only working interest participant.

NO means that the licensee is not the only working interest participant.

If NO, you must complete **Schedule 2.1**, providing details on all working interest participants and the percentage ownership of each.

EUB Alberta Energy and Utilities Board

Guide 56 – Schedule 2.1

Working Interest Participants – Facilities

DAY MONTH YEAR

EUB APPLICATION NUMBER

APPLICANT FILE NUMBER

1. IDENTIFICATION

Company Name ______________________________

Applicant BA Code__________

2. WORKING INTEREST PARTICIPANTS

Company Name	Percentage

FAC-06-2003-10E

Alberta Energy and Utilities Board Facilities Applications 640 – 5 Avenue SW, Calgary Alberta T2P 3G4

5.11.2 How to Complete Schedule 2.1: Working Interest Participants—Facilities

You must provide working interest participation information when you are not the 100 per cent (%) interest participant in the proposed facility development.

Date	Enter the date on which you will submit this schedule to the EUB in the upper left corner.
Applicant File Number	Enter your own file number in the designated area (optional).

Step 1: Identification

Company Name	Enter the full corporate name of the applicant.
Applicant BA Code	Enter the 4-digit business associate (BA) code issued to your company by the EUB.

Step 2: Working Interest Participants

Company Name	Enter the full corporate name of each working interest participant, including the applicant's name, in the table provided.
Percentage (%)	Enter each participant's percentage of participation in the facility development. Working interest participation must total 100%.

Section 6 Pipeline Licence Applications (Schedule 3)

6.1 Overview

An applicant must use Schedule 3 when applying to

- construct and operate a new pipeline that requires a new pipeline licence;
- construct and operate a new pipeline that is to be added to an existing pipeline licence;
- construct and operate a temporary surface pipeline (in continuous use for more than 21 days but less than one year);
- change the operating parameters of an existing pipeline; or
- construct a pipeline installation that includes a
  - compressor station or pump station (in continuous use for more than 21 days) associated with pipelines carrying processed (sales) product located downstream of a facility,
  - tank farm,
  - pipeline oil loading and unloading facility, or
  - pipeline line heater (Category C and D).

Schedule 3 is also used to notify the EUB of a pipeline abandonment and pipeline discontinuation.

The applicant must use a separate Schedule 3 for each pipeline licence involved in the project. The applicant may apply for a number of different additions and amendments to the same licence on one Schedule 3. The one exception is a licence amendment for a substance change, which requires a separate

- Schedule 3: Pipeline Licence Application, and
- Schedule 3.1: Pipeline Segment/Pipeline Installation Identification.

For the purpose of Section 6, the term "pipeline" refers to both pipelines and pipeline installations.

6.2 Project Submissions

A project is defined as a network of facilities, pipelines, and/or wells that connect to a common facility. A project submission may consist of a single licence application or of multiple licence applications of related facilities, pipelines, and wells.

Numbered statements represent requirements and expectations (see Section 1.4).

1) If the applicant is filing an application for a project submission:
   a) the project must be submitted under one company name using one Schedule 1.

b) the applicant must complete a separate Schedule 3 for each pipeline licence in the project.

6.3 Licences

Applications submitted under *Guide 56* are for a licence to construct and operate a pipeline. For administrative purposes, the pipeline status "to be constructed" automatically changes to an "operating" status one year from the date the licence was issued.

6.3.1 Licence Expiry

New pipeline licences and amendments expire one year from the date of issue if right-of-way clearing, construction, or operation is not yet started. After one year, the EUB will cancel the permit/licence from the active records.

2) The applicant must submit a licence amendment at least 30 days prior to the licence expiry date informing the EUB that a pipeline will not be constructed.

3) If an applicant intends to proceed with a project for which a licence has expired, it must fulfill all applicable regulatory requirements, including participant involvement requirements, before filing a new application (also see Section 2).

Due to the complexity of some developments, it is possible the applicant may not be able to act on a licence before the expiry date. If licence expiry is imminent, the applicant should contact EUB Facilities Applications for advice on how best to proceed.

4) Prior to initiating new construction when a licence is nearing licence expiry, the applicant must conduct a new resident/landowner search and determine if any new issues may have arisen since the licence was granted.

5) The applicant must advise Facilities Applications 30 days before licence expiry if it has constructed the pipeline but has not commenced operation. This will ensure that the licence is not automatically cancelled.

6) If an applicant does not intend to proceed with the licence, it must notify Facilities Applications.

6.4 Category Type and Minimum Consultation and Notification Requirements

The types of pipelines requiring a licence under *Guide 56* are listed in Table 6.1, along with their respective minimum consultation and notification requirements. The category type of a pipeline is dependent on the pipe diameter and H_2S content of the transported product.

7) The applicant must identify the correct category type for the proposed pipeline and perform all associated consultations and notifications.

Pipeline activities requiring licence amendments under *Guide 56* are listed in Table 6.2, along with their respective minimum notification requirements.

8) If an outstanding concern/objection is received during the notification process for the pipeline activities of Table 6.2, the applicant must file a nonroutine application prior to commencing any of these activities.

9) For the activities shown in Table 6.2, the applicant must provide a copy of its project-specific information package and the letter from the Chairman of the EUB and offer the participants copies of

   a) the EUB brochure *Understanding Oil and Gas Development in Alberta,*

   b) the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide*, and

   c) the other EUB EnerFAQs publications that relate to the proposed energy development (see Appendix 11)

   and document their distribution for audit purposes.

6.5 Exemptions

10) Although no application is required under *Guide 56* for the following pipelines and activities, the company must provide a project-specific information package to any landowners, occupants, and residents that may be directly and adversely affected by the activity.

    If a concern/objection to the proposal is received and remains unresolved, the EUB may require that a nonroutine application be submitted.

    Although applications are not required under *Guide 56*, the company must meet all applicable regulatory requirements. If the company is unable to meet all the regulatory requirements, it must obtain a waiver from the requirement from the appropriate EUB group.

6.5.1 Pipeline Installations

The licensing of the following pipeline installations does not occur under *Guide 56*:

- loading racks,
- meter stations,
- regulator stations,
- a temporary pipeline installation that will be in continuous use for less than 21 consecutive days (consent for temporary pipeline installations is obtained from the local EUB Field Centre), and
- line heaters associated with Category B pipelines.

Table 6.1. Pipeline category type and minimum consultation and notification requirements

Category	Name	Type	Description	Personal consultation and Confirmation of nonobjection	Notification
B, C, D	Records Correction	000	All		
B	Pipelines, gas ≤ 0.35 kPa H_2S partial pressure (pp)	100	Natural gas ≤ 323.9 mm OD	• Landowners and occupants along the right-of-way	• Crown disposition holders • Local authorities along the right-of-way • Urban authorities within 1.5 km • For Category Type B101, B111 and B121, landowners and occupants within 0.2 km
		101	Natural gas > 323.9 mm OD		
	Pipelines, oil effluent ≤ 70 kPa H_2S pp or ≤ 50 mol/kmol H_2S at ≤ 1400 kPa	110	Oil effluent ≤ 323.9 mm OD		
		111	Oil effluent > 323.9 mm OD		
	Pipelines, other (no gas phase)	120	Other ≤ 323.9 mm OD		
		121	Other > 323.9 mm OD		
	Pipeline downstream facilities	130	Pipeline tank farm	• Landowner and occupants • Residents within 0.5 km	• Crown disposition holders • Local authorities • Landowners, occupants and urban authorities within 1.5 km
		131	Pipeline oil loading or unloading facility		
		132	Compressor station		
		133	Pump station		
C	Pipelines, gas > 0.35 kPa H_2S pp but ≤ 10 mol/kmol	380	Sour service natural gas ≤ 323.9 mm OD	• Landowners and occupants along the right-of-way	• Crown disposition holders • Local authorities along the right-of-way • Urban authorities within 1.5 km • For Category Type C381 and C383, landowners and occupants within 0.2 km
		381	Sour service natural gas > 323.9 mm OD		
	Pipelines, oil effluent > 70 kPa H_2S pp or > 50 mol/kmol H_2S at > 1400 kPa	382	Sour service oil effluent ≤ 323.9 mm OD		
		383	Sour service oil effluent > 323.9 mm OD		
	Pipeline upstream facilities	384	Pipeline line heater	• Landowner and occupants	• Crown disposition holders
D	Pipelines, gas > 10 mol/kmol H_2S	452	Level 1 natural gas ≤ 323.9 mm OD	• Landowners and occupants along the right-of-way	• Crown disposition holders • Local authorities along the right-of-way • Landowners, occupants and residents within 0.5 km • Urban authorities within 1.5 km
		453	Level 1 natural gas > 323.9 mm OD		

(continued)

Table 6.1. Pipeline Category Type and Minimum Consultation and Notification Requirements (concluded)

Category	Name	Type	Description	Personal consultation and Confirmation of nonobjection	Notification
D	Pipelines, gas > 10 mol/kmol H_2S	454	Level 2 natural gas ≤ 323.9 mm OD	• Landowners and occupants along the right-of-way and 0.1 km setback	• Crown disposition holders • Local authorities along the right-of-way • Landowners, occupants, and residents within 0.5 km • Urban authorities within 2.0 km
		455	Level 2 natural gas > 323.9 mm OD		
		461	Level 3 natural gas ≤ 323.9 mm OD	• Landowners and occupants along the right-of-way and 0.1 km setback	• Crown disposition holders • Local authorities along the right-of-way • Landowners, occupants, and residents within 1.5 km • Urban authorities within 3.0 km
		462	Level 3 natural gas > 323.9 mm OD		
		463	Level 4 natural gas ≤ 323.9 mm OD	• Landowners and occupants along the right-of-way and 0.1 km setback	• Same as Level 3 unless otherwise specified by EUB
		464	Level 4 natural gas > 323.9 mm OD		
	HVP pipelines	530	HVP pipelines	• Landowners and occupants along the right-of-way	• Crown disposition holders • Local authorities along the right-of-way • Landowners, occupants, and residents within 0.2 km • Urban authorities within 1.5 km
	Pipeline upstream facilities	531	Pipeline line heater	• Landowners and occupants	• Crown disposition holders

Table 6.2. Licence amendment requirements for pipeline/pipeline installation activities

Activity	Participant Involvement	Application
Complete Removal (including all crossings)	Notification must occur prior to the filing of an application and the removal operation and must include • landowners and occupants along the entire pipeline right-of-way and within the associated setbacks • residents within the distances specified in Table 6.1 for Category D pipelines	Application deemed nonroutine; licence must be obtained before commencing operations
Not Constructed	Notification must be provided to • landowners and occupants along the entire pipeline right-of-way and within the associated setbacks • residents within the distances specified in Table 6.1 for Category D pipelines	Application is filed routine 30 days prior to expiry of pipeline licence
Abandonment or Partial Removal	Notification must occur prior to the abandonment or partial removal operation and must include • landowners and occupants along the entire pipeline right-of-way and within the associated setbacks • residents within the distances specified in Table 6.1 for Category D pipelines	Application is filed within 90 days of completing the abandonment or partial removal operation to advise the EUB of the abandonment or partial removal
Discontinuation	Notification is not mandatory for discontinuations.	Application is filed within 90 days of completing the discontinuation operation to advise the EUB of the discontinuation
H_2S Change, MOP Change, Substance Change, Flow Reversal, Liner Installation	Notification is not mandatory for these activities. If any of these activities result in the pipeline changing to a Category D or the setbacks increase, personal consultation with nonobjection and notification must occur prior to the filing of an application and commencing operations. This must include • landowners and occupants along the entire pipeline right-of-way and within the associated setbacks • residents within the distances specified in Table 6.1 for Category D pipelines	Licence must be obtained prior to commencing operations
Resumption of discontinued pipeline	Notification is not mandatory for resumption of a discontinued pipeline. If other activities are conducted in conjunction with the resumption that result in the pipeline changing to a Category D or the setbacks increase, personal consultation with nonobjection and notification is required prior to filing of application and commencing operation. This must include • landowners and occupants along the entire pipeline right-of-way and within the associated setbacks • residents within the distances specified in Table 6.1 for Category D pipelines	Licence must be obtained before commencing resumption operations
Resumption of abandoned pipeline/pipeline installations	Personal consultation with confirmation of nonobjection and notification must occur prior to the filing of application and resumption of operation and must include • landowners and occupants along the entire pipeline right-of-way and within the associated setbacks • residents within the distances specified in Table 6.1 for Category D pipelines	Application deemed nonroutine; licence must be obtained before commencing operations (comprehensive engineering assessment required)

6.5.2 Pipeline Activities

The licensing of the following pipelines and activities is not required under *Guide 56*:

- a utility cooperative pipeline operated at a maximum operating pressure (MOP) of 700 kPa or less (Alberta Agriculture, Food and Rural Development),
- the pipeline replacement if each individual section is less than 100 m long and
  - the replaced pipe is removed,
  - the work is carried out within the existing right-of-way, and
  - the replacement sections are identical, of the same material, and evaluated as being equivalent for the licensed purpose,
- the total pipeline is less than 50 m long and is not designated as a Category D pipeline,
- the pipeline or tie-in is wholly within a single surface lease boundary and is not designated as a Category D pipeline, and
- a temporary surface pipeline that will be in continuous use for less than 21 consecutive days (consent for temporary surface pipelines is obtained from the local EUB Field Centre; see Appendix 5).

6.6 Records Correction

An applicant may make a records correction to correct inadvertent data entry errors or transposition of numbers.

Facilities Applications reserves the right to request a licence amendment application for any records correction.

11) Records corrections for pipelines/installations must be submitted under the original category (B, C, or D) and identified as type "000".

6.7 Licence Amendments

12) The licensee must submit a pipeline licence amendment application for

a) MOP changes,

b) H_2S changes,

c) change of substance,

d) liner installation,

e) resumption,

f) discontinuation,

g) abandonment/partial removals,

h) removal,

i) flow reversal, and

j) a pipeline that is not constructed.

6.7.1 Pipeline Applications – Checklist for Minimum Technical Requirements

Additional technical information should be considered when the following pipeline activities are proposed: a pipeline resumption, MOP increase, substance change, liner installation, or composite pipeline installation. The Pipeline Applications – Checklist for Minimum Technical Requirements, found on the *Guide 56* Web page, should be used as a reference document and should only be submitted with a nonroutine application.

Section 6.9 provides discussion of the technical criteria for all pipeline applications.

6.8 Participant Involvement Requirements

13) The applicant must ensure that the requirements set out in Section 2 are met for the minimum radius set out in Table 6.1.

14) The applicant must meet the information requirements as part of personal consultation and notification for all pipeline licence applications (Section 2).

15) The applicant must provide information packages to those persons whose rights may be directly and adversely affected, as set out in Table 6.1, and be prepared to discuss the project as necessary.

    a) If personal consultation is required, the applicant must

        i) provide a written project-specific information package, which must meet the minimum information requirements described in Section 2 and include any other information to assist in understanding the proposed development;

        ii) provide the letter from the Chairman of the EUB;

        iii) provide the EUB brochure *Understanding Oil and Gas Development in Alberta*;

        iv) provide the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide*, and

        v) offer the EnerFAQs listed in Appendix 11.

        These are available on the *Guide 56* Web page.

    b) If notification is required, the applicant must provide the applicant's project-specific information package and the letter from the Chairman of the EUB and offer copies of

        i) the EUB brochure *Understanding Oil and Gas Development in Alberta*;

ii) the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide*, and

iii) the EnerFAQs listed in Appendix 11.

16) The applicant must indicate any outstanding concerns/objections by checking the appropriate bold response on Schedule 3 to indicate a nonroutine application.

   a) The applicant must also include a written summary of the outstanding issues for EUB review and consideration (Section 3.4), including a discussion as to how the applicant intends to mitigate the issues raised.

   b) The applicant and the objector are expected to consider using the ADR program to mitigate outstanding concerns/objections (Section 2).

17) The EUB does not prescribe the geographical area the applicant must investigate for industry notification. However, the applicant is expected to discuss the proposal with licensees of similar pipelines that may potentially be directly and adversely affected by the application.

   a) The applicant is expected to provide interested or potentially directly and adversely affected oil and gas reserve owners and licensees with a written overview of the proposed pipeline. The onus is then on these parties to raise any concerns/objections to the proposal. The EUB expects this contact to precede public consultation and notification.

18) The EUB does not require applicants to acquire crossing agreements prior to submitting an application. However, they must be in place prior to construction.

19) In cases of pipeline abandonment and discontinuation where no *Guide 56* licence is required to conduct the operation but the EUB must be notified of its occurrence, applicants must advise Facilities Applications if any concerns/objections to the abandonment procedure are received.

6.9 Technical Requirements

The following are subsections under pipeline technical requirements and discuss various fields on Schedules 3 and 3.1.

6.9.1 Emergency Response Planning

The emergency planning zone (EPZ) for pipelines containing more than 10 mol/kmol of H_2S is based on the release volume from the pipeline. An EPZ is also calculated for a high vapour pressure (HVP) pipeline. An emergency response plan (ERP) is required when a surface development (e.g., occupied dwelling, campground) is located within the EPZ. ERPs should be forwarded directly to EUB Air and Safety Compliance for review. See *Guide 71* for further details on emergency response planning.

20) All licensees must have a corporate level ERP that addresses the fundamentals of how an emergency situation would be handled.

21) The applicant must ensure that the ERP has been approved by EUB Air and Safety Compliance prior to commencement of operations.

6.9.2 Setback Requirements

There are specific setback distances between Category D pipelines and permanent dwellings, unrestricted country developments, urban centres, or public facilities.

22) The applicant must meet the applicable setback requirements in Table 6.3 based on the calculated H_2S release volume for the proposed pipeline.

Table 6.3. Setback requirements for gas pipelines containing >10 mol/kmol H_2S (Category D only)

Level	H_2S Release Volume (m^3)	Minimum Distance
1	< 300	Pipeline right-of-way
2	≥ 300 to < 2000	0.1 km to individual permanent dwellings and unrestricted country developments 0.5 km to urban centres or public facilities
3	≥ 2000 to < 6000	0.1 km to individual permanent dwellings up to 8 dwellings per quarter section 0.5 km to unrestricted country developments 1.5 km to urban centres or public facilities
4	≥ 6000	As specified by the EUB but not less than Level 3

6.9.3 Pipeline Leak Detection

23) The licensee must meet leak detection requirements for liquid hydrocarbon pipelines as described in Appendix E of CSA Z662.

The CSA leak detection requirements are not mandatory for produced water. However, pipeline licensees are still required to conduct regular pipeline right-of-way inspections or patrolling to observe any indications of leaks and to initiate repairs. Refer to Pipeline Regulation, Section 14.1, and CSA Z662.

6.9.4 Steam Distribution Pipelines

Steam distribution pipelines are considered to form part of a "pressure piping system" under the Alberta Boilers Safety Codes Act.

24) The design of steam distribution pipelines must satisfy the requirements of CSA Z662 and be registered with the Alberta Boilers Safety Association.

6.9.5 Pipeline Discontinuation

Pipeline discontinuation is defined as the temporary deactivation of a pipeline or part of a pipeline.

25) An application is not required for pipeline discontinuation; however, for the purpose of updating EUB records, the applicant must notify Facilities Applications by submitting a licence amendment application within 90 days of completion of the pipeline discontinuation (*ID 2000-09*).

Industry and public notification is not mandatory for discontinuations (see Table 6.2).

26) When discontinuing a pipeline, the licensee must ensure that

   a) proper discontinuation procedures are in place (see Pipeline Regulation, Sections 61 and 62),

   b) cathodic protection will be maintained, and

   c) setback distances are retained (Table 6.3).

6.9.6 Pipeline Abandonment and Partial Pipeline Removals

Pipeline abandonment is defined as the permanent deactivation of a pipeline in a manner prescribed by the regulations; this includes any measures required to ensure that the pipeline is left in a permanently safe and secure condition. The physical removal of a portion of a pipeline is addressed by filing a pipeline abandonment application.

27) When abandoning a pipeline, the licensee must

   a) conduct notification with potentially directly and adversely affected parties along the entire pipeline right-of-way and those affected by setbacks prior to any abandonment procedures (see Table 6.2);

   b) ensure that proper abandonment procedures are in place (see Pipeline Regulation, Section 67); and

   c) submit a licence amendment application notifying Facilities Applications of the abandonment within 90 days of the pipeline abandonment (*ID 2000-09*).

6.9.7 Pipeline Resumption

Pipeline resumption is defined as resuming operations on a discontinued pipeline to its original licensed parameters. Abandoned pipelines are not normally candidates for resumption of operation. In rare and exceptional circumstances, a licence may be granted to resume operation of an abandoned pipeline if the applicant has supported the request with a comprehensive engineering assessment.

28) When resuming operation of a discontinued pipeline, the licensee must ensure that

   a) cathodic protection was maintained,

   b) there is external/internal coating integrity, and

   c) sour service requirements are met.

29) The licensee must conduct personal consultation and notification if the resumption of the discontinued pipeline in conjunction with other activities results in a change to a Category D pipeline (see Table 6.2).

30) When resuming operation of an abandoned pipeline, the licensee must file a nonroutine application and demonstrate

  a) compliance with personal consultation, confirmation of nonobjection, and notification requirements for all potentially directly and adversely affected parties along the entire pipeline right-of-way and those affected by setbacks (see Table 6.2),

  b) the integrity of the external/internal coating,

  c) that sour service requirements are met, and

  d) that a comprehensive engineering assessment supports the resumption.

6.9.8 Pipeline Removal

Pipeline removal is defined as the removal of the entire pipeline, including crossings of roads, railways, and watercourses. These applications are deemed nonroutine by the EUB. The physical removal of a portion of a pipeline is also addressed by filing a pipeline abandonment application (Section 6.9.6).

31) When applying to remove a pipeline and prior to undertaking any activity, the licensee must

  a) conduct notification with potentially directly and adversely affected parties along the pipeline right-of-way and associated setbacks (see Table 6.2), and

  b) submit a licence amendment application to EUB Facilities Applications as a nonroutine licence application.

6.9.9 Pipeline Replacement

Pipeline replacement is defined as the replacement of an existing pipeline or a pipeline segment. An application is not required for a pipeline replacement if each individual section is less than 100 m long and

- the replaced pipe is removed,
- the work is carried out within the existing right-of-way, and
- the replacement sections are identical, of the same material, and evaluated as being equivalent for the licensed purpose.

Examples of pipeline replacements are in Section 6.11: How to Complete Schedule 3.

6.9.10 Temporary Surface Pipelines

Temporary surface pipelines in continuous use for less than 21 days do not require a pipeline licence application (Section 6.5.2). All temporary pipelines in continuous use for more than 21 consecutive days but less than one year require a pipeline licence application.

32) The applicant must obtain consent to install and operate a temporary surface pipeline for less than 21 days from the local EUB Field Centre (Appendix 5).

   a) The applicant must obtain landowner consent prior to Field Centre approval.

33) The applicant must meet all requirements of CSA Z662 and the Pipeline Regulation.

   a) For Category B temporary surface pipelines, J55 API tubing and threaded joints may be used in some situations. Such applications must be submitted to EUB Facilities Applications as a nonroutine application.

34) The applicant must submit a nonroutine application for all Category C and D temporary surface pipelines. The applicant must provide supporting documentation to address

   a) surface pipeline requirements, in accordance with Pipeline Regulation, Section 19, and

   b) the use of threaded joints (see CSA Z662).

6.9.11 Calgary and Edmonton Transportation/Utility Corridors

35) Ministerial consent from Alberta Infrastructure must be obtained prior to any government authority ordering or authorizing any operation or activity that causes a surface disturbance in the Transportation/Utility Corridors.

   a) The applicant must obtain consent from Alberta Infrastructure prior to submitting an application to EUB Facilities Applications.

6.9.12 Line Splits

A line split occurs when one line segment is split into multiple line segments that are each assigned an individual line number.

36) The licensee must file a licence amendment application prior to splitting a line.

6.9.13 Base Plan Maps

The EUB uses pipeline base maps to show the approximate location of licensed pipelines under its jurisdiction. The maps are produced on an individual township basis; if a township is very congested, a larger scale is used, e.g., quarter section. The base plan maps show the best pipeline location data available to the EUB and identify the licence number of each pipeline. Under no circumstances should these maps be used for physically locating pipelines, as they only provide a general representation of the pipeline route.

When an application is approved, the EUB transfers the base map information to the master graphics file, which is available to all users. The EUB does not require that the applicant submit as-built or survey drawings, but does require that the accuracy of plotting pipelines on the base map reflect the actual surveyed route.

Base map(s) must be submitted for new construction, abandonment, discontinuation, removal, resumption, change of substance (when the licence numbers change), pipeline(s) not constructed, and pipeline installations.

37) The most recent pipeline base map must be obtained from EUB Information Services prior to submitting a pipeline application.

38) Pipeline base maps must be used to identify other pipeline licensees that must be contacted for pipeline crossing agreements.

39) All markings on the map indicating pipelines should be made with a pen no thicker than 0.7 mm.

40) The applicant must complete the following tasks and submit one **original** of the applicable map with each application. If a photocopy is submitted, the application will be closed.

    a) Indicate the new pipeline(s) or resumption of operation in red.

    b) Indicate a pipeline installation by drawing a red box on the base map at the appropriate location.

    c) Indicate pipelines to be abandoned, discontinued, or removed in green.

    d) Indicate installation to be abandoned or removed in green.

    e) Determine the appropriate licence and line number from EUB records and identify them on the base map(s).

    f) If the application is for new construction and a new licence is required, label the base map(s) with the substance to be transported. The EUB will assign a new licence number.

6.9.14 Maximum Operating Pressure Increase

41) The applicant/licensee must determine if any of the following are affected by an increase in MOP and take the appropriate mitigative action to ensure continued compliance:

    a) testing requirements to confirm capability for the increased pressure

    b) overpressure protection on upstream and downstream pipelines

c) pipeline class redesignation

d) pipeline level reclassification (Category D only)

e) potential setbacks (Category D only)

f) partial pressure of H_2S (Categories C and D only)

g) material and standard suitability

42) If the applicant determines that the pipeline operation will change personal consultation and notification requirements consultation must occur again (see Table 6.2).

6.9.15 Maximum Operating Pressure Decrease

43) The applicant/licensee must determine if any of the following are affected by a decrease in MOP and take the appropriate mitigative action to ensure continued compliance:

a) pipeline integrity under the new MOP

b) pressure compatibility with upstream and downstream pipelines

c) pipeline level reclassification (Category D only)

6.9.16 Substance Change

A pipeline licence is substance specific. If a licensee intends to transport a substance other than the substance for which the pipeline is currently licensed, a licence amendment application is required.

44) When changing the substance, the applicant/licensee must consider the following and take appropriate mitigative actions to ensure continued compliance:

a) pressure-testing requirements

b) pipeline level reclassification (Category D)

c) impact on setbacks and personal consultation and notification (Category D only) (see Table 6.2)

d) depth of pipeline cover

e) pipeline warning sign requirements—The licensee must update pipeline warning signs to reflect the new substance before operations begin.

f) potential class redesignation (Category D only)

g) ERP changes (*Guide 71*)

h) corrosion monitoring and mitigation—If the substance is corrosive, effective internal corrosion mitigation and monitoring programs must be implemented according to Pipeline Regulation, Section 53, and CSA Z662.

45) To connect a Category D pipeline to an oil effluent pipeline, the applicant must file a nonroutine pipeline licence application and

a) provide an engineering assessment to ensure that the pipeline meets the requirements of CSA Z662 and the Pipeline Regulation,

b) consider the requirements of Table 6.3 and *Guide 71*, and

c) conduct personal consultation and notification (Table 6.1).

6.9.17 Liner Type

A liner is defined as a tubular product that is inserted into buried pipeline to form

- a corrosion-resistant barrier, or
- a separate free-standing pressure-containing pipe.

The applicant may choose to install a liner in a pipeline to improve or maintain the integrity of the pipeline.

46) The applicant must identify the correct type of liner for the substance transported in the pipeline.

47) To file a routine application, the applicant must use one of the following liner types:

a) free-standing fibreglass and fibre-reinforced composite liners—considered pressure containing

b) free-standing polyethylene liners—considered pressure containing

c) expanded polyethylene liners—considered to be internal corrosion barriers and not pressure containing

48) Expanded polyethylene liners and pressure-containing pipe must be designed and pressure tested according to current CSA standards. Consideration should be given to temperature design and hydrocarbon absorption.

49) For all other liner types or new technologies, the applicant must file a nonroutine pipeline licence amendment.

Notification is not mandatory for liner installations (see Table 6.2).

6.9.18 Partial Pressure of H_2S in the Gas Phase

The partial pressure of H_2S in the gas phase determines if sour service materials are required and determines the pipeline category type (see Figure 6.1). The partial pressure is determined by multiplying the mole fraction of H_2S by the MOP:

mole fraction H_2S (gas phase) * MOP (kPa)

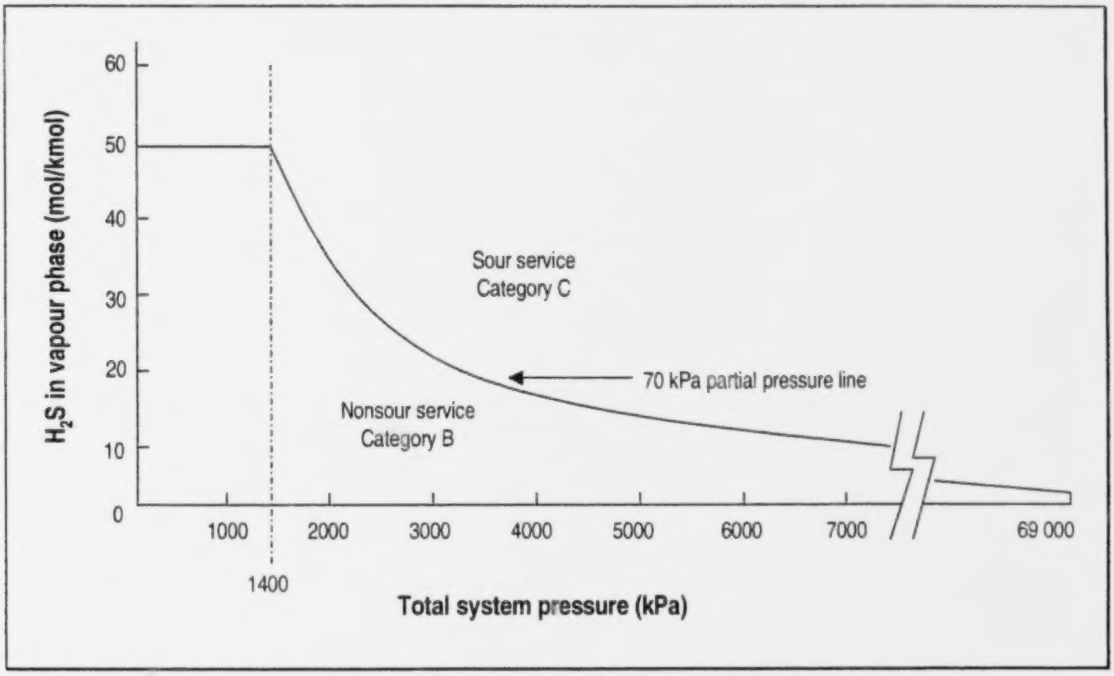


Figure 6.1. Delineation of sour and nonsour service for oil effluent pipeline systems

50) The applicant must use the results of the calculation to determine the need for sour service materials as required by CSA Z662 based on the following criteria:

  a) For natural gas pipelines, sour service materials are required if the partial pressure of H_2S in the gas phase exceeds 0.35 kPa.

  b) For multiphase pipelines (oil effluent), sour service materials are required if the combination of H_2S in the gas phase is greater than 70 kPa H_2S partial pressure or greater than 50 mol/kmol H_2S for system pressure less than 1400 kPa.

6.9.19 Canadian Standards Association (CSA) Standards

If the Pipeline Act and Pipeline Regulation differ from CSA requirements, the Act and Regulation govern. CSA states that the materials intended for sour service shall comply with the requirements of the sour service clause of the applicable CSA Z245 standard; if no applicable CSA standard exists, the current material requirements of the National Association of Corrosion Engineers (NACE) *MR–0175* shall apply. Steel pipe, fittings, flanges, and valves must meet the applicable requirements of a standard or specification given in Table 5.3 of CSA Z662, with the acceptable materials and limitations indicated.

51) At a minimum for sour service pipelines, the applicant must meet the following CSA material standards:

  a) Steel Pipe—CSA Z245.1,

b) Steel Fittings—CSA Z245.11,

c) Steel Flanges—CSA Z245.12, and

d) Steel Valves—CSA Z245.15.

52) For pipeline installations

a) piping upstream and downstream of a line heater must meet CSA Z662,

b) piping within the line heater must be designed to ASME B31.3,

c) compressor and pump stations must meet CSA Z662, and

d) as indicated in the preface of CSA Z662, ASME B31.3 is only permissible for internal piping for compressor and pump stations.

6.9.20 Injecting Natural Gas Containing H_2S into a Producing Reservoir

When a producing reservoir has an approved enhanced recovery scheme that allows the injection of natural gas containing H_2S, the pipeline licensee must review the impact of the scheme operation on the pipeline materials and operating parameters.

53) The applicant must evaluate the potential for

a) gas cap breakthrough,

b) reclassification of existing pipeline systems due to an increase in H_2S content,

c) reclassification of producing wells as critical wells, and

d) licence amendment applications to meet CSA sour service material requirements for the pipelines affected.

6.9.21 Stress Level

Stress level is defined as the stress in the wall of a pipe that is produced by the pressure of the fluids in the pipeline. This section describes the stress level calculation for steel, aluminum, and polyethylene pipeline materials. There is no stress level calculation for fibreglass pipeline materials.

Stress level is calculated as a percentage using the following formulas:

- for steel or aluminum pipe material,

$$\frac{(\text{MOP kPa})\ (\text{outside diameter mm})}{(20 \times \text{pipe specified minimum yield strength MPa})\ (\text{wall thickness mm})}$$

- for polyethylene pipe material,

$$\frac{(\text{MOP kPa})\ (\text{outside diameter mm} - \text{wall thickness mm})}{(20 \times \text{pipe long-term hydrostatic strength MPa})\ (\text{wall thickness mm})}$$

54) The applicant must meet all applicable CSA Z662 design requirements.

   a) For steel pipe:

      i) For surface piping or pipeline containing greater than 10 mol/kmol H_2S gas, the stress level must not exceed 50 per cent.

      ii) For buried pipelines containing greater than 10 mol/kmol H_2S gas, the stress level must not exceed 60 per cent.

      iii) For all other steel pipelines, the stress level must not exceed 72 per cent unless otherwise approved by the EUB. In this case, the applicant must file a nonroutine application.

   b) For aluminum pipe, the stress level must not exceed 72 per cent unless otherwise approved by the EUB. In this case, the applicant must file a nonroutine application.

   c) For polyethylene pipe with a design temperature less than 23°C:

      i) For wet gas gathering, oil effluent, and low vapour pressure service, the stress level must not exceed 25 per cent.

      ii) For gas distribution, the stress level must not exceed 40 per cent.

      iii) For dry gas gathering and water service, the stress level must not exceed 50 per cent.

55) For all other pipeline materials and new technologies, the applicant must file a nonroutine pipeline licence application.

6.9.22 Pipeline Installation

A pipeline installation is defined as any equipment, apparatus, mechanism, machinery, or instrument incidental to the operation of a pipeline. This includes a compressor station, pump station, line heater (Categories C and D), tank farm, and pipeline loading and unloading facility associated with pipelines carrying processed (sales) product.

56) When applying for a pipeline installation, the applicant must fulfill personal consultation, confirmation of nonobjection, and notification requirements for potentially directly and adversely affected parties in accordance with Table 6.1.

57) Where applicable, the applicant must meet

   a) noise requirements defined in *ID 99-08* and *Guide 38*,

   b) the requirements of *IL 88-05*,

   c) EUB storage requirements (see Appendix 2), and

d) EUB spacing requirements as defined in the Oil and Gas Conservation Regulations, Section 8.

6.9.22.1 Process Flow Diagrams

58) The applicant must attach a process flow diagram (PFD) for all pipeline installation (facility) applications.

   a) The PFD must identify all existing and proposed equipment at the pipeline installation.

      i) New equipment must be identified in the legend and annotated on the diagram.

   Typical diagrams are acceptable providing that they accurately represent the actual operations of the installation and contain the correct location and applicant name.

   b) The applicant must clearly identify the following on the PFD:

      i) process equipment

      ii) measurement points

      iii) storage tanks

      iv) source(s) of all inlet/receipts and/or deliveries, including all fuel lines, flare lines, and vent points

      v) safety equipment

6.9.22.2 NO_x Emissions

The applicant must design the pipeline installation (facility) to meet the requirements set out in *IL 88-05* and Alberta Environment's *Code of Practice for Compressor and Pumping Stations and Sweet Gas Processing Plants.*

59) The applicant must register all compressor and pumping stations with Alberta Environment before commencing operation if the total NO_x emissions are greater than 16 kg/h.

60) The applicant must meet the following requirements when NO_x emissions are present:

   a) New and additional natural gas-driven reciprocating engines greater than 600 kW at full load must not emit greater than 6 g of NO_x/kWh.

   b) Dispersion modelling must be conducted as per Alberta Environment's *Air Quality Model Guidelines*.

   c) Based on 1-hour average dispersion modelling, the NO_x level must not exceed 400 $\mu g/m^3$.

   d) All significant sources of NO_x within 0.5 km shall be included in dispersion modelling.

    i) Standby equipment used only for emergency purposes is not included in dispersion modelling.

  e) Engine exhaust stack height shall be determined by using the lesser of 1.2 times the building peak height or the height determined by dispersion modelling.

  f) NO_x emissions from steam generating units, heaters, and boilers must not be included in the total NO_x emissions if their combined contribution is less than 3 per cent of the total NO_x emissions.

6.9.22.3 Plot Plans

61) A plot plan must be submitted with each pipeline installation application. The diagram must reflect a minimum of 100 m past the edge of the lease (e.g., distance to forestation or road allowances) so as to demonstrate that all off-lease spacing requirements have also been met.

62) The applicant must meet the spacing requirements of the Oil and Gas Conservation Regulations, Section 8, as applicable (see Appendix 7).

6.9.22.4 Noise

All pipeline installations under the EUB's jurisdiction must meet the requirements of EUB *ID 99-08* and *Guide 38*.

A noise impact assessment (NIA) will ensure that the applicant has considered possible noise impacts before a facility is constructed or operated. The NIA predicts the expected design sound level from the facility at the nearest or most impacted residence.

Applicants proposing projects in areas with established energy facilities should consider existing sources of noise when preparing the NIA. New facilities planned for remote areas should be designed to meet the target sound level of 40 decibels (dBA Leq) at a distance of 1.5 km.

63) Applicants must discuss noise matters with area residents during the design, construction, and operating phases of the facility.

64) An NIA must be prepared as part of the facility application process for any new permanent facility or for modifications to existing permanent facilities if there is a reasonable expectation of a continuous or intermittent noise source.

    a) For the purpose of an NIA, a permanent facility is a facility in operation for more than 2 months.

65) If the NIA indicates the permissible sound level will be exceeded, the applicant must consider further mitigative measures.

    a) Where mitigative measures are not practical, the applicant must file a nonroutine licence application and explain why mitigative measures are not practical.

66) The EUB expects the applicant to use a reasonable technical basis for the values presented in the NIA, such as computer modelling, field measurements of similar

equipment, accepted acoustical engineering examples from literature, and calculations.

67) If the applicant is using manufacturer's specifications, the sound level ratings must represent free or far field conditions.

    a) Sound level ratings at 1 m are not acceptable for inverse square law calculations.

See *Guide 38* for further discussions.

6.9.23 Blending of Products

Product blending is defined as the combination of similar products with different H_2S contents for the purpose of maintaining a lower H_2S content in the blended stream. Blending a liquid stream with a gas stream is not permitted.

68) The applicant must ensure that the H_2S content in the final blended stream does not exceed the licensed H_2S content of the receiving pipeline.

69) The applicant must submit a nonroutine application and include a detailed description of the design for

    a) flow ratio control with or without automatic shutdown, and

    b) H_2S monitoring (or flow ratio control) with automatic shutdown.

6.9.24 Proliferation

As the proponent of a new oil or gas facility or pipeline, the applicant has already determined that the proposed project will meet its business needs. The EUB, as the approving authority, is required to evaluate the need for the proposed project in the broader public interest. The EUB considers this interest in terms of economic, orderly, and efficient development of Alberta's oil and gas resources.

The EUB continues to receive strong input from the public, who are aware of the growth of resource development. The EUB accepts the public's view that pipeline proliferation should be avoided whenever possible and practical.

Pipeline development is to be carried out in a manner that minimizes the overall impacts on the environment and public. Proliferation of pipelines occurs when new development results in greater surface disturbances and impact on the public than would be the case if existing infrastructure were used.

6.10 Audit Documentation Requirements—Schedule 3

70) For applications selected for audit review, licensees must submit the following documents within 14 calendar days of notice of audit or within the time frame directed by EUB Facilities Applications.

71) From the audit documents, Facilities Applications must be able to determine that the applicant fulfilled all requirements to ensure regulatory compliance prior to filing the application.

72) For licence amendment applications, the applicant may submit only the audit documentation that was affected by the amendment activity.

The following detailed list of audit documents corresponds with the "Steps" in Schedule 3.

6.10.1 Step 1: Identification

No documentation required.

6.10.2 Step 2: Participant Involvement Requirements

6.10.2.1 Participant Involvement Map Requirements

73) The licensee must submit a map(s) that illustrates

   a) the location of the pipeline/installation,

   b) the location of all parties included in the participant involvement process (e.g., residents, existing infrastructure),

   c) the area of investigation used in the personal consultation and notification program,

   d) the emergency planning zone (if applicable), and

   e) the area of investigation used in the industry notification program (if applicable).

6.10.2.2 Industry Notification Requirements

74) If industry notification occurs, the licensee must submit a record of contact with other industry parties that includes

   a) name, address, and telephone number of all parties contacted,

   b) copies of all related correspondence received, and

   c) disclosure meeting minutes that include

      i) date of meeting,

      ii) meeting notice and/or invitation,

      iii) invitation list,

      iv) names, addresses, and telephone numbers of participants, and

      v) project information presented or supplied.

6.10.2.3 Personal Consultation and Notification Requirements

75) The licensee must submit a record of the personal consultation and notification program that was conducted. The applicant must use a tabular format similar to the Sample Participant Involvement Summary Form (Appendix 4).

76) The summary must include

a) name, telephone number, and mailing address of each party (e.g., landowner, occupant, and resident) included in the personal consultation and notification program,

b) legal land description for each party,

c) a description of each party's interest in the land (e.g., trapper, landowner, and resident),

d) date and type of contact conducted with each party (e.g., telephone conversation, registered mail, personal meeting),

e) date the EUB brochure and EnerFAQs No. 8 were distributed where required,

f) date the project-specific information package was distributed,

g) date the required EnerFAQs package was provided, and

h) date the confirmation of nonobjection was obtained where required.

6.10.2.4 Confirmation of Nonobjection

77) The EUB does not require that confirmation of nonobjection be in the form of a signature; however, documentation must be submitted when available.

Confirmation of nonobjection may consist of one of the following documents, depending on the nature of the proposed development:

a) Freehold lease agreement (Freehold also includes Federal Lands and Provincial Special Area Board(s) Land)

   i) The licensee must submit a copy of the agreement, which confirms the parties involved, date of agreement, and location of land involved.

b) Crown disposition (i.e., unsigned Pipeline Lease Agreement; signed Individual Ownership Plat, Miscellaneous Lease, or Pipeline Installation Lease; executed Area Operating Agreement or Temporary Field Authorization)

   i) In the case of an Area Operating Agreement (AOA), the licensee must submit copies of the following AOA documents:

      - the "title page" (including the details of the expiry date, company name and area of operation),
      - the "sign-off page" (including when the agreement was executed), and
      - geographical map and locations list.

    ii) In the case of a pipeline lease agreement (PLA), the licensee must provide a copy of the PLA application and number issued by SRD, which confirms the parties involved, the date of the application, and the location of the land involved.

    iii) For all other Crown dispositions, the licensee must submit a copy of the agreement, which confirms the parties involved, the execution of the agreement (signature), the date of the agreement, and the location of the land involved.

  c) Signed document that identifies the details of the proposal (e.g., signatory page from the applicant's information package)

78) If confirmation of nonobjection is verbal, the licensee must document (log) the name of the party providing verbal nonobjection and the date on which verbal nonobjection was obtained.

6.10.2.5 Information Packages

79) The licensee must submit a copy of the project-specific information package that was distributed to the parties included in the participant involvement process.

It is not necessary to include a copy of the EUB's documents in the audit submission; however, details of its distribution must be included.

6.10.2.6 Open House Meetings

80) If an open house or public meeting was conducted as part of the personal consultation and notification program, the licensee must submit

  a) copies of any media communications, community notices, announcements, and invitations,

  b) names, addresses, and telephone numbers (as available) for those

    i) invited and contacted, and

    ii) in attendance,

  c) date, time, location, and agenda for the event, and

  d) report of the proceedings

6.10.2.7 Concerns and objections

81) If concerns/objections were received during the course of the participant involvement process, the licensee must submit

  a) a record and explanation of any concerns/objections received, and

  b) documentation confirming the resolution of any concerns/objections.

6.10.3 Step 3: Emergency Response Planning

82) The licensee must keep a copy of the corporate level ERP or, where required, the specific ERP on file for review upon request. It is not required for inclusion in the audit submission.

   a) The licensee must include in the audit submission a statement confirming that a corporate plan and/or specific plan will be available for review.

83) If the personal consultation and notification process was based on a preapproved ERP radius issued by EUB Air and Safety Compliance, the licensee must submit a copy of the approval with the audit submission.

6.10.4 Step 4: Type of Application

No documentation required.

6.10.5 Step 5: New Construction/Additions Only

No documentation required.

6.10.6 Step 6: Licence Amendment Only

No documentation required.

6.10.7 Step 7: Technical Considerations

6.10.7.1 H_2S Content Requirements

84) For all pipelines, the licensee must submit a representative gas analysis.

6.10.7.2 Partial Pressure

No documentation required.

6.10.7.3 CSA Z662

85) For all pipelines, the licensee must submit

   a) a description of the methodology or process used to ensure that CSA standards are met,

   b) a list of the licensed substance and MOP of the pipeline(s) into which the proposed pipeline is tied,

   c) a description of overpressure protection,

   d) mill certificates or other documentation to confirm that the pipe is suitable for the product being transported,

e) specifications for the valves, flanges, and fittings,

f) documentation of a quality assurance program to ensure that material is suitable for sour service, and

g) a description or map showing valve locations and spacing.

6.10.7.4 Corrosion

86) If the licensee has indicated that appropriate corrosion mitigation in accordance with the requirements of CSA Z662 and the Pipeline Regulation is in place, the applicant must be able to provide the evaluation performed to access the corrosivity of the pipeline and the need for corrosion mitigation.

87) If a corrosion mitigation plan has been deemed necessary, the licensee must provide

a) a detailed summary of the corrosion mitigation plan that outlines the scheduled actions that will be conducted,

b) a detailed summary of the monitoring plan that outlines the scheduled actions that will be conducted, and

c) a description of the scheduled actions that will be conducted to review the monitoring results and assess mitigation plan performance.

6.10.7.5 Leak Detection

88) For pipelines that require leak detection, the licensee must submit a detailed description of procedures for leak detection, including frequency of right-of-way inspections, material balance parameters, and confirmation that employees have or will receive training (see CSA Z662, Appendix E).

6.10.7.6 Steam Pipelines

89) The licensee must submit documentation verifying that the pipeline is registered with the Alberta Boilers Safety Association.

6.10.7.7 Production Stream Blending

No documentation required.

6.10.7.8 Pipeline Installations

90) For all pipeline installations, the licensee must submit

a) a wellhead or inlet gas analysis representative of the inlet stream,

b) a PFD that meets the requirements of Section 5.9.6,

c) a site-specific plot plan showing the placement of and distances between equipment, and

d) a list of each type of meter proposed for each measurement point and their locations.

91) For compressor/pump stations, the licensee must also submit

   a) manufacturer's specifications for the proposed unit that confirms emission ratings, unit size, and driver type,

   b) an NIA prepared in accordance with *Guide 38*,

   c) a breakdown and total of all sources of NO_x emissions in kg/h, and

   d) documentation to demonstrate that the exhaust stack height requirements of *IL 88-05* are met if total NO_x emissions are less than 16 kg/h.

92) For tank farms/oil loading and unloading terminals where products and materials will be stored on site, the licensee must also submit a list of materials that will be stored and a description of the storage method(s), including details of

   a) design and construction,

   b) leak detection,

   c) secondary containment,

   d) weather protection, and

   e) primary containment device and size.

93) For line heaters, the licensee must also submit documentation verifying that the line heater is designed to Alberta Boilers Safety Codes Act (B31.3) requirements.

6.10.8 Step 8: Natural Gas Pipelines > 10 mol/kmol

6.10.8.1 Release Volume and Level Designations

94) For natural gas pipelines greater than 10mol/kmol, the licensee must submit

   a) the input parameters used to calculate the potential H_2S release volume,

   b) representative tie-in schematics of ESD valves, and

   c) a system map showing ESD and check valve locations.

6.10.8.2 Injection

95) If injecting into a producing reservoir, the licensee must give an explanation as to the impact the scheme operation will have on the pipeline material and operating parameters.

6.10.9 Step 9: Substance Change, H_2S Increase, MOP Increase, and Liner Installation

6.10.9.1 Substance Change

96) The licensee must submit documentation that

- a) confirms that the pipe, valves, flanges, and fittings are suitable for the new substance,
- b) confirms that the depth of cover is sufficient (HVP pipelines only), and
- c) demonstrates the integrity and suitability of the pipeline for the proposed change and the proposed procedure for implementing the change (i.e., does it meet current code and regulation requirements?).

6.10.9.2 MOP Change/H_2S Change

97) The licensee must submit

- a) documentation verifying that the pipe, valves, flanges, and fittings are suitable for the new MOP,
- b) a detailed evaluation of the integrity and suitability of the pipeline for the proposed change and the proposed procedure for implementing the change (e.g., does it meet current code and regulation requirements?), and
- c) pressure test charts.

6.10.9.3 Liner Installation

98) The licensee must submit liner specifications and pressure test charts.

6.10.10 Step 10: Discontinuation, Abandonment, and Resumption Only

6.10.10.1 Resuming Operation of a Pipeline

99) For resuming operation of a pipeline, the licensee must

- a) submit pressure test charts,
- b) submit documentation to verify the depth of cover (HVP only),
- c) provide a record of cathodic protection (cathodic protection survey),
- d) provide a record of the medium left in pipeline(s),
- e) provide the pipeline external coating integrity results,
- f) ensure that sour service requirements are met (e.g., mill certificates), and
- g) submit a detailed evaluation of the integrity and suitability of the pipeline for the proposed change and the proposed procedure for implementing the change (i.e., does it meet current code and regulation requirements?).

6.10.10.2 Pipeline Discontinuation

100) For pipeline discontinuation, the licensee must submit

   a) a description of the method used to discontinue the pipeline(s),

   b) a record of the medium left in the pipeline(s), and

   c) documentation to confirm that cathodic protection will be maintained.

6.10.10.3 Pipeline Abandonment

101) For pipeline abandonment, the licensee must submit

   a) a description of the method used to abandon the pipeline(s), and

   b) a record of the medium left in the pipeline(s).

6.10.10.4 Surface Facility Reclamation

No documentation required.

6.10.11 Step 11: Environmental Considerations

6.10.11.1 Questions 1, 2, and 3

No documentation required.

6.10.11.2 Transportation/Utility Corridor

102) The licensee must submit documentation confirming that the pipeline/installation has received Ministerial Consent from Alberta Infrastructure.

Table 6.4. Pipeline application audit checklist

This list provides a summary of documents required for submission. Please refer to the referenced sections for full details. The EUB reserves the right to request the submission of additional information not listed below that may assist in completing the review of an application.

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
6.10.2	Step 2: Participant Involvement Requirements							
6.10.2.1	Participant Involvement Map Requirements							
				Map				Map
6.10.2.2	Industry Notification Requirements							
				Record of contact with other parties, including name, address, telephone number				Record of contact with other parties, including name, address, and telephone number
				Copies of all correspondence between parties				Copies of all correspondence between parties
				Minutes of meetings held				Minutes of meetings held
				Copies of the information distributed				Copies of the information distributed
								Explanation of why the industry notification requirements cannot be met
								Chronology of industry notification conducted
6.10.2.3	Personal Consultation and Confirmation of Nonobjection							
				Participant Involvement Summary				
								Explanation of why the personal consultation and notification requirements cannot be met
								Chronology of personal consultation and notification conducted
								List of participants for which personal consultation and notification has not occurred
								Summary of efforts made to fulfill the personal consultation and notification requirements
6.10.2.4	Confirmation of Nonobjection							
				Freehold lease agreement				
				Crown disposition				
				Signed information document				
				Documented verbal consent				
				Written agreement to proceed to Surface Rights Board				
								Explanation of why nonobjection cannot be confirmed
								Chronology of attempts to confirm nonobjection
								List of participants for which nonobjection has not been confirmed
6.10.2.5	Information Packages							
				Applicant's project-specific information package				
				List of all documents provided to participants				
				Documented refusal of information packages				

(continued)

Table 6.4. Pipeline application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
								Explanation of why the required information package(s) were not distributed
6.10.2.6	Open House/Information Sessions							
				Copies of media communications, community notices, announcements, and invitations				
				Names, addresses, telephone numbers of attendees and invitees				
				Summary of the proceedings				
				Copies of documents (information) distributed				
6.10.2.7	Concerns and objections							
				A record and explanation of any concerns/objections received				
				Documentation demonstrating resolution of the concerns/objections received				
								Name, address, telephone number, and legal land description of participant(s) with outstanding concerns/objections
								Copy of the written concern/objection (or summary of issues if not available)
								Copy of the applicant's project-specific information package
								List of other documents distributed
								Chronology of events, including attempts made to resolve outstanding concerns/objections
								Explanation of how you want the EUB to proceed with your application
6.10.3	Step 3: Emergency Response Planning							
				Statement of confirmation that a corporate or specific plan will be available for review				
				Copy of preapproved ERP radius issued by EUB Operations				
6.10.6	Step 6: Licence Amendment Only							
				No documentation required				
								Removal: documentation confirming that the entire line, including water, rail, and road crossings, is being removed Liner Type **'Other'**: a product specification sheet for the grade of liner material being installed
6.10.7	Step 7: Technical Considerations							
6.10.7.1	Question 1: H_2S Content							
				A gas analysis				
6.10.7.3	Question 3: CSA Z662							
				Description of the methodology or process used to ensure CSA standards are met				Description of the methodology or process used to ensure that CSA standards are met

(continued)

Table 6.4. Pipeline application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
				List of the licensed substance and MOP of the pipeline(s) into which the proposed pipeline is tied				List of the licensed substance and MOP of the pipeline(s) into which the proposed pipeline is tied
				Description of overpressure protection				Description of overpressure protection
				Mill certificates or other documentation to confirm that the pipe is suitable for the product being transported				Mill certificates or other documentation to confirm that the pipe is suitable for the product being transported
				Specifications for the valves, flanges, and fittings				Specifications for the valves, flanges, and fittings
				Documentation of a quality assurance program to ensure that material is suitable for sour service				Documentation of a quality assurance program to ensure that material is suitable for sour service
				Description or map showing valve locations and spacing				Description or map showing valve locations and spacing
								Explanation of which CSA Z662 standards are not being met and why
								Detailed technical assessment that demonstrates how design, construction, and operational considerations have addressed public safety and environmental concerns
6.10.7.4	Question 4: Corrosion							
				Evaluation performed to assess the corrosivity of the pipeline and the need for mitigation				
				If a corrosion mitigation plan has been deemed necessary, submit • a detailed summary of the corrosion mitigation plan that outlines the scheduled actions that will be conducted, • a detailed summary of the monitoring plan that outlines the scheduled actions that will be conducted, and • a description of the scheduled actions that will be conducted to review the monitoring results and assess mitigation plan performance				
								Explanation of why a corrosion program is not being implemented
								Detailed technical assessment that demonstrates why the requirements of the current CSA Z662 standard and Pipeline Regulation are not being met
6.10.7.5	Question 5: Leak Detection							
				A detailed description of procedures for leak detection, including frequency of right-of-way inspections, material balance parameters, and confirmation that employees have or will have training				
								Explanation of why leak detection requirements are not being met. (continued)

Table 6.4. Pipeline application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
6.10.7.6	Question 6: Steam Pipelines							
				Documentation verifying that the pipeline is registered with the Alberta Boilers Safety Association (ABSA)				
								Explanation of why the design is not registered with ABSA
6.10.7.7	Question 7: Production Stream Blending							
				No documentation required				
								Detailed description of two independent techniques to ensure that the licensed H_2S content in the receiving pipeline is not exceeded: • description of the design for flow ratio control with or without automatic shutdown, and • description of H_2S monitoring (or flow ratio control) with automatic shutdown
6.10.7.8	Question 8: Pipeline Installations							
				Wellhead or inlet gas analysis				Wellhead or inlet gas analysis
				Process flow diagram (PFD)				Process flow diagram (PFD)
				Site-specific plot plan				Site specific plot plan
				List of each type of meter proposed for each measurement point and their location				List of each type of meter proposed for each measurement point and their location
				For compressor/pump stations, documentation to demonstrate that the existing stack height requirements of *IL 88-5* are met if total NOx emissions are less than 16 kg/h				For compressor/pump stations, documentation to demonstrate that the existing stack height requirements of *IL 88-5* are met if total NOx emissions are less than 16 kg/h
				Manufacturer specifications for the proposed unit that confirm emission ratings, unit size, and driver type				Manufacturer specifications for the proposed unit that confirm emission ratings, unit size, and driver type
				A noise impact assessment				A noise impact assessment
				A breakdown and total of all sources of NOx emissions				A breakdown and total of all sources of NOx emissions
				Documentation that storage requirements are met				Documentation that storage requirements are met
				Documentation that the line heater is designed to ABSA (B31.3)				Documentation that the line heater is designed to ABSA (B31.3)
								Explanation of which standards are not being met and why
								Detailed technical assessment that demonstrates how design, construction, and operational considerations have addressed public safety and environmental concerns
6.10.8	Step 8: Natural Gas Pipelines > 10 mol/kmol							
6.10.8.1	Questions 1, 2, and 3: Release Volume and Level Designations							
				Input parameters used to calculate the potential H_2S release volume				
				Representative tie-in schematics of ESD valves				Representative tie-in schematics of ESD valves

(continued)

Table 6.4. Pipeline application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
				A system map showing ESD and check valve locations				A system map showing ESD and check valve locations
								Explanation of why setback requirements will not be met
								Map showing • the levels for the pipeline system and the segments that are being revised, and • all residences and other developments with the notification distances
								Input parameters used to calculate the potential release volume of all affected segments
								Documentation verifying that personal consultation, nonobjection, and notification requirements have been met
6.10.8.2 Question 4: Injection								
				An explanation as to the impact the scheme operation will have on the pipeline material and operating parameters				
								Explanation that accounts for the effect the reservoir fluid composition may have on injection or producing wells and producing pipelines
								Plan of steps that need to be taken to reclassify existing wells and pipelines
								Evidence that the potential for gas cap breakthrough has been evaluated
6.10.9 Step 9: Substance Change, H_2S Increase, MOP Increase, and Liner Installation								
6.10.9.1 Question 1: for Substance Change								
				Documentation that confirms that the pipe valves, flanges, and fittings are suitable for the new substance				
				Documentation that confirms that the depth of cover is sufficient (HVP pipelines only)				
				Documentation that demonstrates the integrity and suitability of the pipeline for the proposed change and the proposed procedure for implementing the change				
6.10.9.1 Question 1: for MOP Change/H_2S Change								
				Documentation verifying that the pipe, valves, flanges, and fittings are suitable for the new MOP				
				A detailed evaluation of the integrity and suitability of the pipeline for the proposed change and the proposed procedure for implementing the change				
				Pressure test charts				Pressure test charts
								Details of any required materials testing or documentation confirming material and component suitability for service

(continued)

Table 6.4. Pipeline application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
								Evidence that • weld procedures are suitable for service conditions, • weld testing requirements have been satisfied, and • hydrostatic testing requirements have been satisfied
								Explanation of the compatibility with connecting pipelines
6.10.9.2	Question 2: Liner Installation							
				Liner specifications and pressure test charts				
								Other: Attach a detailed explanation of why the liner is required
6.10.10	Step 10: Discontinuation, Abandonment, and Resumption Only							
6.10.10.1	Questions 1a and 1b: Pipeline Resumption							
				Pressure test charts				
				Documentation to verify the depth of cover (HVP only)				
				A record of cathodic protection (cathodic protection survey)				
				A record of medium left in pipeline				
				Pipeline external coating integrity results				
				Documentation to ensure that sour service requirements are met				
				A detailed evaluation of the integrity and suitability of the pipeline for the proposed change and the proposed procedure for implementing the change				
								Explanation of why all necessary work to verify the integrity of the pipeline has not been undertaken
								Information confirming the integrity of the external/internal coating
								A comprehensive engineering assessment that supports the resumption
								Documentation as specified in Pipeline Applications—Checklist for Minimum Technical Requirements
								Documentation that demonstrates compliance with personal consultation requirements for all directly affected parties along the entire right-of-way and those affected by setbacks (abandoned pipeline)
6.10.10.2	Question 2: Pipeline Discontinuation							
				A description of the method used to discontinue the pipeline				
				A record of the medium to be left in the pipeline				
				Documentation to confirm that cathodic protection will be maintained				

(continued)

Table 6.4. Pipeline application audit checklist (concluded)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
								Explanation of why the pipeline was not discontinued in accordance with the applicable EUB requirements
6.10.10.3 Question 3: Pipeline Abandonment								
				A description of the method used to abandon the pipeline				
				A record of the medium to be left in the pipeline				
								Explanation of why the pipeline was not abandoned in accordance with the applicable EUB requirements
6.10.10.4 Question 4: Surface Facility Reclamation								
				No documentation required				
								A statement indicating the facility is still in use or an explanation of the circumstances under which the facility will not be removed or the site reclaimed
6.10.11 Step 11: Environmental Considerations								
6.10.11.1 Question 3								
				No documentation required				
								Explanation of why C&R approval has not been applied for
6.10.11.2 Question 4: Transportation/Utility Corridor								
				Documentation confirming that Ministerial Consent from Alberta Infrastructure has been obtained.				
								Explanation of why Ministerial consent has not yet been received

EUB Alberta Energy and Utilities Board

Guide 56 – Schedule 3

Pipeline Licence Application

DAY ___ MONTH ___ YEAR ___

EUB APPLICATION NUMBER ___

APPLICANT FILE NUMBER ___

1. IDENTIFICATION

Company Name ____________________ Applicant BA Code ________

2. PARTICIPANT INVOLVEMENT REQUIREMENTS

1. Consultation and notification requirements have been met: Public .... YES ☐ **NO** ☐
   Industry .... YES ☐ **NO** ☐
2. There are outstanding objections/concerns related to this application .... **YES** ☐ NO ☐
3. Distance to nearest surface development (pipeline installations only) ________ km

3. EMERGENCY RESPONSE PLANNING

1. The applicant will meet EUB requirements for emergency response planning .... YES ☐

2a. The pipeline requires a new emergency response plan .... YES ☐ NO ☐ N/A ☐

2b. The pipeline requires an amendment to an existing emergency response plan .... YES ☐ NO ☐ N/A ☐

4. TYPE OF APPLICATION

Category Type ____________

☐ New construction

☐ New pipeline installation

☐ Temporary surface pipeline (1 year maximum) In use until ________ (MONTH-YEAR)

☐ Licence amendment Licence number P ________

5. NEW CONSTRUCTION/ADDITION ONLY

☐ New pipeline licence ☐ Addition to existing licence Licence number P ________

6. LICENCE AMENDMENT ONLY

☐ MCP increase ☐ MCP decrease ☐ Resumption ☐ Discontinuation ☐ Abandonment/Partial Removal ☐ **Removal**

☐ Not constructed ☐ Flow reversal ☐ H_2S increase ☐ H_2S decrease ☐ Other (Specify) ____________

☐ Liner Installation Liner Type: ☐ Free-standing fibreglass ☐ Free-standing polyethylene

☐ Expanded polyethylene ☐ **Other** (Specify) ____________

☐ Substance change: From licence number* P ________ Substance Code ______ To licence number* P ________ Substance Code ________

*Attach a separate Schedule 3 and 3.1 for each licence.

7. TECHNICAL CONSIDERATIONS

1. The H_2S content in the gas phase is ________ mol/kmol.
2. The partial pressure of H_2S in the gas phase is ________ kPa.
3. The pipeline meets all current applicable CSA Z662 standards .... YES ☐ **NO** ☐
4. Prior to operation, procedures for corrosion mitigation, monitoring, evaluation and record keeping will be implemented .... YES ☐ **NO** ☐ N/A ☐
5. The liquid hydrocarbon pipeline meets current leak detection requirements .... YES ☐ **NO** ☐ N/A ☐
6. The design of the steam distribution line is registered with ABSA .... YES ☐ **NO** ☐ N/A ☐
7. Production streams with different H_2S contents will be blended .... **YES** ☐ NO ☐
8. The pipeline installation meets all applicable standards .... YES ☐ **NO** ☐ N/A ☐

If you check a BOLD response, you must attach supporting information.

(Schedule 3 continued on next page)

Schedule 3, page 2 Company Name ____________________ APPLICANT FILE NUMBER ____________________

8. NATURAL GAS PIPELINES > 10 mol/kmol H_2S

1. H_2S release volume Proposed/Existing __________ m^3 Level designation: ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4
For more than one pipeline, a table of release volumes and level designations is attached. ☐

2. This pipeline will change the level designation of a pipeline or connecting pipeline .... **YES** ☐ NO ☐

3. The setback requirements have been met .... YES ☐ **NO** ☐

4. The pipeline will inject natural gas containing H_2S into a producing reservoir .... **YES** ☐ NO ☐

9. SUBSTANCE CHANGE, H_2S INCREASE, MOP INCREASE, AND LINER INSTALLATION ONLY

1. The presence of H_2S and/or an increase of MOP will reclassify the pipeline to Category C or D .... **YES** ☐ NO ☐ N/A ☐

2. The liner is being installed due to ☐ Internal Corrosion ☐ External corrosion ☐ **Other** (specify) ____________________

10. RESUMPTION, DISCONTINUATION AND ABANDONMENT ONLY

1a. The pipeline you are applying to resume operation of was discontinued in accordance with EUB requirements .... YES ☐ **NO** ☐

1b. The integrity of the discontinued pipeline has been verified .... YES ☐ **NO** ☐

2. The pipeline was discontinued in accordance with EUB requirements .... YES ☐ **NO** ☐

3. The pipeline was abandoned in accordance with EUB requirements .... YES ☐ **NO** ☐

4. In case of abandonment, all associated surface facilities will be removed and the surface site reclaimed within 1 year .... YES ☐ **NO** ☐

11. ENVIRONMENTAL CONSIDERATIONS

1. The pipeline will be constructed in accordance with AENV's *Environmental Protection Guidelines* .... YES ☐ N/A ☐

2. The applicant will comply with the *Code of Practice* in accordance with the Water Act .... YES ☐ N/A ☐

3. Application has been made to AENV for Conservation and Reclamation Approval (white area only) .... YES ☐ **NO** ☐ N/A ☐
If application has been advertised, provide the Notice Expiry Date ______________(DAY-MONTH-YEAR)

4. The proposed pipeline/pipeline installation is located within the Calgary or Edmonton Transportation/Utility Corridor .... YES ☐ NO ☐
If YES, the pipeline/pipeline installation has Ministerial Consent from Alberta Infrastructure .... YES ☐ **NO** ☐ N/A ☐

6.11 How to Complete Pipeline Licence Application Schedules

6.11.1 How to Complete Schedule 3: Pipeline Licence Application

Date	Enter the date on which you will submit this schedule to the EUB in the upper left corner (e.g., 15 Jan. 2003).
Applicant File Number	Enter your own file number in the designated area (optional).

Step 1: Identification

Company Name	Enter the full corporate name of the applicant.
Applicant BA Code	Enter the 4-digit business associate (BA) code issued to your company by the EUB.

Step 2: Participant Involvement Requirements

*If you check a **BOLD** response, you must attach supporting information.*

1. Consultation and notification requirements have been met: Public	YES means all applicable requirements as outlined in Tables 6.1 and 6.2 and in the participant involvement requirements of Section 2, Section 6.8, and *IL 82-11* have been met prior to application submission. **NO** means that due to exceptional circumstances, all applicable requirements as cited above have not been met. This includes being unable to contact a party or receive confirmation of nonobjection, as required. If **NO**, you must attach a detailed explanation of why all personal consultation and notification requirements were not completed, a chronology of the participant involvement program that occurred, and a discussion of the mitigative measures taken. The EUB will review the circumstances and decide if an exemption is warranted.
1. Consultation and notification requirements have been met: Industry	YES means all operators of similar pipelines/pipeline installations within your area of investigation have been notified in accordance with the participant involvement requirements of Section 2 and Section 6.8 and the proliferation requirements of Section 6.9.24 prior to application submission. **NO** means that due to exceptional circumstances, all applicable requirements as cited above have not been met. If **NO**, you must attach a detailed explanation of why the notification requirements were not completed, a chronology of the participant involvement program that occurred, a discussion of the mitigative measures taken, and all correspondence that was shared between parties involved. The EUB will review the circumstances and determine if an exemption is warranted.
2. There are outstanding concerns/objections related to this application.	**YES** means members of the public and/or industry have outstanding concerns/objections.

If **YES**, you must attach

- name, address, telephone number, and legal land description of the party with outstanding concerns/objections;
- a copy of written concerns/objections received, if available;
- a chronology of the participant involvement program conducted with the party;
- a discussion of how you would like the EUB to proceed with your application;
- steps taken to mitigate the outstanding concerns/objections;
- a copy of the project-specific information package provided; and
- a list of other documents distributed.

The EUB will review the concern/objection identified and determine if an exemption is warranted.

NO means there are no outstanding public and/or industry objections/concerns.

3. Distance to nearest surface development (pipeline installations only).	Enter the distance to the nearest surface development in kilometres (km) to 2 decimal places.

Step 3: Emergency Response Planning

1. The applicant will meet EUB requirements for emergency response planning.	YES means the corporate or specific emergency response plan (ERP) will meet the requirements of *Guide 71*.
2a. The pipeline requires a new emergency response plan.	YES means a new ERP is required. NO means a new ERP is not required. N/A means this is a Category B or C pipeline.
2b. The pipeline requires an amendment to an existing emergency response plan.	YES means an existing ERP will be amended to include this pipeline. NO means the existing ERP will not be amended. N/A means this is a Category B or C pipeline.

Step 4: Type of Application

Choose the appropriate box. You may choose more than one, provided the activities are for the same licence.

Category Type	For each Schedule 3 attached, enter the applicable category type from Table 6.1.
New construction	Check this box if you are applying for new pipeline construction.

New pipeline installation (Section 6.9.22)	Check this box if you are applying for a new pipeline installation.
Temporary surface pipeline (1 year maximum) (Section 6.9.10)	Check this box if you are applying for a temporary surface pipeline in continuous use for more than 21 days. Temporary pipelines expire after one year. At that time you must either remove the pipeline or submit a new application for a buried pipeline.
In use until	Enter the date the temporary surface pipeline will be shut in and removed. This date must not be more than 1 year from the date of application.
Licence amendment	Check this box if you are applying to change the operating parameters of an existing pipeline (e.g., H_2S increase, liner installation).
Licence number	If you are adding to or amending an existing licence, enter the EUB licence number.

Step 5: New Construction/Addition Only

Complete this section only if you are constructing a new system or adding a pipeline to an existing licence.

New pipeline licence	Check this box if you are applying for a new licence and you have determined that there is no appropriate licence to which your pipeline can be added.
Addition to existing licence	Check this box if you are adding a new pipeline to an existing licence. The proposed pipeline must transport the same substance as the existing pipeline and be part of the same system.
Licence number	If you are adding to an existing licence, enter the EUB licence number.

Step 6: Licence Amendment Only

Complete this step only if you are amending an existing pipeline. Choose all that apply to your amendment.

If you check a ***BOLD*** *response, you must attach supporting information.*

MOP increase (Section 6.9.14)	Check this box if you are applying to increase the maximum operating pressure.
MOP decrease (Section 6.9.15)	Check this box if you are applying to decrease the maximum operating pressure.

Resumption (Section 6.9.7)	Check this box if you are applying to resume operation of a pipeline or part of a pipeline that has been discontinued or abandoned.
Discontinuation (Section 6.9.5)	Check this box if you are advising the EUB that operation of an existing pipeline has been discontinued.
Abandonment (Section 6.9.6)	Check this box if you are advising the EUB that an existing pipeline has been abandoned.
Removal (Section 6.9.8)	Check this **bold** response if you are applying to remove an entire pipeline, including crossings of roads, railways, and water courses. You must attach an explanation of the circumstances and documentation detailing that the entire pipeline, including water, rail, and road crossings, is being removed and confirmation that notification requirements have been met. The EUB will review the circumstances and decide if an exemption is warranted.
Not constructed	Check this box if you are advising the EUB that the pipeline will not be constructed.
Flow reversal	Check this box if you are applying to reverse the flow of the pipeline.
H_2S increase	Check this box if you are applying to increase the H_2S content of a pipeline licence.
H_2S decrease	Check this box if you are applying to decrease the H_2S content of a pipeline licence.
Other (specify)	Check this box for all licence amendments other than those listed. Specify the type of amendment in the space provided.
Liner installation	Check this box if you are applying to install a liner in an existing pipeline.
Liner type (Section 6.9.17)	If you are installing a liner, choose the box that describes the type of liner. If you select **Other** (specify), you must specify the type of liner, submit a product specification sheet for the grade of liner material to be installed, and attach a detailed explanation. The EUB will review the circumstances and decide if an exemption is warranted.
Substance change (Section 6.9.16)	Check this box if you are applying to change the substance of an entire pipeline licence or specific line(s) of a pipeline licence. You need to fill out both the "From" and "To" licence numbers and substance codes.

From licence number Substance code	Enter the licence number and the substance code of the pipeline system you are applying to change or the licence you are deleting the lines from. (See Table 6.5: Substance Categories for the appropriate code.)
To licence number Substance code	Enter the licence number and substance code for the pipeline system to which you are applying to add the new lines. If the "To" licence will be a new licence, leave it blank. If the substance of the entire licence is to be changed, complete and attach a Schedule 3 and Schedule 3.1 for the "To" licence (new substance) only. If the substance of a specific line(s) is to be changed, complete and attach a Schedule 3 and Schedule 3.1 for both the "From" and "To" licence numbers.

Step 7: Technical Considerations

*If you check a **BOLD** response, you must attach supporting information.*

1. H_2S content in the gas phase.	Enter the maximum H_2S content (mol/kmol) in the gas phase to 2 decimal places. Enter zero if no H_2S is present.
2. Partial pressure of the H_2S in the gas phase. (Section 6.9.18)	Enter the partial pressure (kPa) in the gas phase at the MOP to 2 decimal places. Enter zero if no H_2S is present.
3. The pipeline meets all current applicable CSA Z662 standards. (Sections 6.9.19 and 6.9.20)	YES means that the pipelines in this application are covered by the current CSA Z662 standards and meet all applicable requirements or that CSA Z662 standards do not apply for the category type of the pipeline. **NO** means that due to exceptional circumstances all applicable requirements as cited above have not been met. If **NO**, you must attach • a detailed explanation of what CSA Z662 standards are not being met and why; • a detailed technical assessment that demonstrates how design, construction, and operational considerations have addressed public safety and environmental concerns; and • all applicable audit documentation (see Section 6.10.7.3 and Table 6.4). The EUB will review the circumstances and decide if an exemption is warranted.

4. Prior to operation, procedures for corrosion mitigation, monitoring, evaluation, and record keeping will be implemented.

YES means you have established and will be implementing suitable internal and external corrosion mitigation, monitoring, evaluation, and record-keeping procedures as per the requirements of the current CSA Z662 standard, Section 9, and the Pipeline Regulation, Sections 53.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach

- a detailed explanation of why a corrosion program is not being implemented;
- a detailed technical assessment that demonstrates why the requirements of the current CSA Z662 Standard and the Pipeline Regulation are not being met; and
- all applicable audit documentation (see Section 6.10.7.4).

The EUB will review the circumstances and decide if an exemption is warranted.

N/A means that the corrosion control procedures required by the current CSA Z662 standard and the Pipeline Regulation do not apply as the pipeline is noncorrosive (e.g., fibreglass, composite, or polymer pipe).

5. The liquid hydrocarbon pipeline meets current leak detection requirements.
(Section 6.9.3)

YES means the pipeline has been designed and will be operated to meet the current requirements outlined in the CSA Z662 Standard, Appendix E.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach a detailed explanation of why the leak detection requirements will not be met.

The EUB will review the circumstances and decide if an exemption is warranted.

N/A means the proposed pipeline is not transporting the applicable liquid hydrocarbon products.

6. The design of the steam distribution line is registered with ABSA.
(Section 6.9.4)

YES means that the steam distribution line is considered to form a part of a "pressure piping system" under the Safety Codes Act, its design satisfies the requirements of CSA Z662, Clause 14.0, and the design is registered with ABSA in accordance with the Design, Construction and Installation of Boilers and Pressure Vessels Regulations, Section 7(2) using Form AB-96.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach a detailed explanation of why the design requirements will not be met. The EUB will review the circumstances and decide if an exemption is warranted.

N/A means that this pipeline is not a steam distribution line.

7. Production streams with different H_2S contents will be blended.
(Section 6.9.23)

YES means that you intend to combine production streams for the purpose of maintaining a lower H_2S content in the final blended stream so that it may be transported within the licensed service conditions of the receiving pipeline.

If **YES**, you must attach a detailed description of two independent techniques, as described in Section 6.9.23, to ensure that the licensed H_2S content in the receiving pipeline is not exceeded. This must include

- a detailed description of the design for flow ratio control with or without automatic shutdown; and
- a detailed description of H_2S monitoring (or flow ratio control) with automatic shutdown.

The EUB will review the circumstances and decide if the measures are appropriate.

NO means that you are not blending product streams.

8. The pipeline installation meets all applicable standards.
(Section 6.9.22)

YES means the pipeline installation will meet all applicable requirements in accordance with Section 6.9.22.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach

- a detailed explanation of what requirements are not being met and why;
- a detailed technical assessment that demonstrates how design, construction, and operational considerations have addressed public safety and environmental concerns; and
- all applicable audit documentation (see Section 6.10.7.8 and Table 6.4).

The EUB will review the circumstances and decide if an exemption is warranted.

N/A means that you are not applying for a pipeline installation.

Step 8: Natural Gas Pipelines > 10 mol/kmol H_2S

Complete this step only if natural gas containing > 10 mol/kmol of H_2S is being transported.

*If you check a **BOLD** response, you must attach supporting information.*

1. H_2S release volume – proposed or existing.

Enter the proposed or existing total H_2S release volume for the pipeline segment you are constructing or amending.

If there are multiple segments, identify the H_2S release volume for the highest segment.

If your application involves the blending of substances, you may apply for an H_2S level that reflects the blended composition of the various streams contributing to the natural gas transported in the pipeline segment.

Level designation

Enter the level designation for the proposed or existing pipeline as stated in Table 6.3.

Table attached

If you are applying for multiple pipeline segments, attach a table listing the proposed or existing H_2S release volumes and the level designation for each segment.

2. This pipeline will change the level designation of a pipeline or connecting pipeline.

YES means the level of the existing pipeline or any connecting pipeline will change and the blending of the various streams contributing to the natural gas transported in the pipeline segment was not considered.

If **YES**, you must attach

- representative tie-in schematics of ESD valves;
- a map showing the levels for the pipeline system and indicating the pipeline segments that are being revised, including those where the level was determined by considering the blending of the various streams contributing to the natural gas transported in the pipeline segment. The map should include all residences and other developments within the notification distances;
- the input parameters used to calculate the potential release volume of all affected segments;
- documentation that confirms that all personal consultation and notification requirements have been met for all affected pipeline segments and that a revised ERP, if required, has been submitted; and
- a system map showing ESD and check valve locations.

The EUB will review the circumstances and decide if an exemption is warranted.

NO means the existing H_2S level will not change.

3. The setback requirements have been met.

YES means setback requirements have been met as outlined in Table 6.3.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach

- a detailed explanation of why the setback requirements have not been met; and
- a map showing all residences and other developments within the notification distances and indicating where setbacks have not been met.

The EUB will review the circumstances and decide if an exemption is warranted.

4. The pipeline will inject natural gas containing H_2S into a producing reservoir.
(Section 6.9.20)

YES means this pipeline will be used to inject natural gas containing >10 mol/kmol H_2S into a producing oil and/or gas reservoir.

If **YES**, you must submit

- a detailed explanation that accounts for the effect the reservoir fluid composition may have on injection or producing wells and producing pipelines;
- a detailed plan of steps that need to be taken to reclassify existing wells and pipelines; and
- evidence that the potential for gas cap breakthrough has been evaluated.

The EUB will review the circumstances and decide if the measures are appropriate.

NO means this is not an injection pipeline or that it is not injecting into a producing reservoir.

Step 9: Substance Change, H_2S Increase, MOP Increase, and Liner Installation Only

Complete this step only if you are applying for a pipeline licence amendment.

*If you check a **BOLD** response, you must attach supporting information.*

1. The presence of H_2S and/or an increase in MOP will reclassify the pipeline to Category C or D.
(Sections 6.9.14 and 6.9.15)

YES means the introduction or increase of H_2S or the MOP increase causes an H_2S partial pressure increase; if so, the pipeline and associated steel materials must meet sour service materials specifications.

If **YES**, you must attach

- details of any required material testing or documentation confirming material and component suitability for sour service;
- evidence that weld procedures are suitable for service conditions;
- evidence demonstrating that weld testing requirements have been satisfied;
- evidence demonstrating that hydrostatic testing requirements have been satisfied; and
- a detailed explanation of the compatibility with connecting pipelines.

The EUB will review the circumstances and decide if the measures are appropriate.

NO means the increase in the MOP and/or H_2S will not cause reclassification of the pipeline to Category C or D.

N/A means that H_2S is not a component of the product transported.

2. The liner is being installed due to internal corrosion, external corrosion, or other.
(Section 6.9.17)

Check all applicable boxes.

For **Other**, you must specify the reason by attaching a detailed explanation, as well as the liner specifications and pressure test charts.

The EUB will review the circumstances and decide if an exemption is warranted.

Step 10: Resumption, Discontinuation, and Abandonment

Complete this step only if you are applying to resume operation of a pipeline or advising the EUB of discontinuation or abandonment operations that have been completed.

If you check a ***BOLD*** *response, you must attach supporting information.*

1a. The pipeline you are applying to resume operation of was discontinued in accordance with EUB requirements.
(Section 6.9.7)

YES means the pipeline was discontinued in accordance with the requirements of the Pipeline Regulation;

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met or that the pipeline was abandoned.

If **NO**, you must attach

- detailed information confirming the pipeline's integrity (internal and external);
- a comprehensive engineering assessment that supports the resumption; and
- documentation as specified in the Pipeline Applications – Checklist for Minimum Technical Requirements (6.7.1).

If the pipeline is abandoned, you must attach documentation that demonstrates personal consultation, confirmation of nonobjection and that notification requirements have been met for all directly affected parties along the entire right-of-way and those affected by the setbacks.

The EUB will review the circumstances and decide if an exemption is warranted.

Abandoned pipelines are not normally candidates for resumption-of-operation licensing. A licence may be granted, but only in rare and exceptional circumstances if the applicant has supported the request with a comprehensive engineering assessment.

1b. The integrity of the discontinued pipeline has been verified.

YES means you have verified the integrity of the discontinued pipeline.

NO means you have not undertaken all necessary work to verify the integrity of the discontinued pipeline due to exceptional circumstances.

If **NO**, you must attach

- an explanation of why the necessary work to verify the integrity of the pipeline has not been undertaken; and
- documentation as specified in the Pipeline Applications – Checklist for Minimum Technical Requirements (6.7.1).

The EUB will review the circumstances and decide if an exemption is warranted.

2. The pipeline was discontinued in accordance with EUB requirements.
(Section 6.9.5)

YES means the pipeline was discontinued in accordance with the requirements of the Pipeline Regulation.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach an explanation of why the pipeline was not discontinued in accordance with the applicable EUB requirements.

The EUB will review the circumstances and decide if an exemption is warranted.

3. The pipeline was abandoned in accordance with EUB requirements.
(Section 6.9.6)

YES means the pipeline was abandoned in accordance with the requirements of the Pipeline Regulation.

NO means that due to exceptional circumstances all applicable requirements as cited above have not been met.

If **NO**, you must attach an explanation of why the pipeline was not abandoned in accordance with the applicable EUB requirements.

The EUB will review the circumstances and decide if an exemption is warranted.

4. In case of abandonment, all associated surface facilities will be removed and the surface site reclaimed within 1 year.

YES means all facilities that will no longer be in service associated with the abandoned pipeline will be removed and the surface site reclaimed within 1 year.

NO means the associated facilities will not be removed and the site will not be reclaimed due to exceptional circumstances or because the facility is still in use.

If **NO**, you must attach

- a statement indicating if the facility is still in use, or
- a detailed explanation of the circumstances under which the facility will not be removed and the site reclaimed.

The EUB will review the circumstances and decide if an exemption is warranted.

Step 11: Environmental Considerations

*If you check a **BOLD** response, you must attach supporting information.*

1. The pipeline will be constructed in accordance with AENV's *Environmental Protection Guidelines.*	YES means all requirements of the *Environmental Protection Guidelines* issued by AENV have been met. N/A means new construction is not taking place.
2. The applicant will comply with the *Code of Practice* in accordance with the Water Act.	YES means you will notify AENV as required by the Water Act. The *Code of Practice* applies to both mapped and unmapped water bodies. Due to the large scale of the maps, there are many water bodies that are not shown on the maps. The *Code of Practice* outlines how the class of an unmapped water body is determined. N/A means there is no water crossing involved.
3. Application has been made to AENV for Conservation and Reclamation Approval (white area only).	YES means you have determined that Conservation and Reclamation (C&R) Approval is required under the AENV Environmental Protection and Enhancement Act (EPEA) and have applied to AENV (white area only). If the application has been advertised, enter the notice expiry date. **NO** means you have determined that a C&R Approval is required but have not applied for it. If **NO**, you must attach a detailed explanation of why the required C&R approval has not been applied for. The EUB will review the circumstances and decide if an exemption is warranted. N/A means the pipelines are AENV Class II and a C&R Approval is not required.
4. The proposed pipeline/ installation is located within the Calgary or Edmonton Transportation/Utility Corridor. (Section 6.9.10)	YES means the proposed pipeline/pipeline installation is located within the Calgary or Edmonton Transportation/Utility Corridor. NO means the proposed pipeline/pipeline installation is not located within the Calgary or Edmonton Transportation/Utility Corridor.
4a. If YES, the pipeline/installation has Ministerial Consent from Alberta Infrastructure.	YES means the pipeline/pipeline installation has received Ministerial Consent from Alberta Infrastructure. **NO** means the pipeline/pipeline installation has not received Ministerial Consent from Alberta Infrastructure. If **NO**, you must attach a detailed explanation of why Ministerial Consent has not been received. The EUB will review the circumstances and decide if an exemption is warranted. N/A means new construction is not taking place.

EUB Alberta Energy and Utilities Board

Guide 56 – Schedule 3.1

Pipeline Segment/Pipeline Installation Identification

DAY	MONTH	YEAR	EUB APPLICATION NUMBER	APPLICANT FILE NUMBER

1. PIPE SPECIFICATION/SUBSTANCE

Substance________________ Code____ H_2S (mol/kmol)____________ Licence Number P __________

ID NO.	OUTSIDE DIAMETER (mm)	WALL THICKNESS (mm)	MAT.	TYPE	GRADE	MOP (kPa)	STRESS LEVEL	JOINTS	IP
01									
02									
03									
04									
05									

2. PIPE LOCATION AND STATUS

ACD	LINE NO.	FROM LOCATION					FC	TO LOCATION					FC	LENGTH (km)	STATUS	ENVIR	ID NO.
		LSD	SEC	TWP	RGE	M		LSD	SEC	TWP	RGE	M					

3. INSTALLATION SPECIFICATION

ACD	INST. NO.	LOCATION					INST. TYPE	COMPRESSOR/ PUMP RATING (kW)	DRIVER POWER SOURCE	STATUS
		LSD	SEC	TWP	RGE	M				

6.11.2 How to Complete Schedule 3.1: Pipeline Segment Identification

Date	Enter the date on which you will submit this schedule to the EUB in the upper left corner (e.g., 15 Jan 2003).
Applicant File Number	Enter your file number (optional).

Step 1: Pipe Specification/ Substance

Substance	Enter the category name of the substance from Table 6.5. (Tables 6.5 to 6.9 are at end of this section.)
Code	Enter the substance code from Table 6.5.
H_2S	Enter the maximum H_2S content in the gaseous phase in moles per kilomole (mol/kmol).
Licence Number	Enter the licence number of the pipeline or pipeline installation.
Outside Diameter	Enter the outside diameter of the pipeline in millimetres (mm) to 1 decimal place.
Wall Thickness	Enter the pipe nominal wall thickness in mm to 2 decimal places.
Material	Enter the code for the pipe material from Table 6.6.
Type and Grade	Enter the codes for the type and grade of material for the pipeline from Tables 6.7, 6.8, 6.9, and 6.10.
Maximum Operating Pressure (MOP)	Enter the maximum operating pressure of the pipeline rounded to the nearest 10 kilopascals (kPa).
Stress Level (Section 6.9.20)	Enter the calculated stress level of the pipeline.
Joints	Enter the code for the type of joint from Table 6.11.
Internal Protection (IP)	Enter the internal protection code from Table 6.12.

Step 2: Pipe Location and Status

ACD	Enter the applicable code: A – when adding a new line number to a new or existing licence. C – when making changes to an existing pipeline where pipe specifications are changing and all pipelines where the line location and/or status are changing. D – when deleting pipelines from a licence for substance change or if the pipeline will not be constructed.
Line Number	Enter the line number of the pipeline. If you are adding pipelines to an existing licence, use the next available line number on the licence.
From Location	Enter the legal description of the starting point of the pipeline according to the direction of flow.

Facility Code (FC)	Enter the facility code for the starting point of the pipeline from Table 6.13.
To Location	Enter the legal description of the terminating point of the pipeline.
Facility Code (FC)	Enter the facility code for the end point of the pipeline from Table 6.13.
Length	Enter the length of the pipeline in kilometres (km) to 2 decimal places.
Status	Enter the appropriate status code from Table 6.14.
Environment	Enter the environment code from Table 6.15, if applicable. A creek, lake, or river designation code must be entered if it appears on the current Provincial Base Map 1:1,000,000. The *Code of Practice* applies to both mapped and unmapped water bodies. Due to the large scale of the maps, there are many water bodies that are not shown on the maps. The *Code of Practice* outlines how the class of an unmapped water body is determined.
Identity Number (ID)	This is used as a cross-reference for Step 1: Pipeline Specification/ Substance.

If replacing a portion of pipeline 100 m or greater, a pipeline licence application is required. Examples of pipeline replacements are shown on Table 6.16.

Step 3: Installation Specifications

ACD	Enter the applicable code: A – when adding a new installation to a new or existing licence. C – when making changes to an existing installation where specifications are changing. D – when deleting an installation from a licence or if the installation will not be constructed.
Installation Number	Enter the pipeline installation number. If you are adding a pipeline installation to an existing pipeline licence, use the next available installation number on the licence.
Location	Enter the legal description of the pipeline installation.
Installation Type	Enter the type of installation from Table 6.17.
Compressor/Pump Rating (kW)	If you are constructing a compressor or pump station, enter the kilowatt (kW) rating.
Driver Power Source	Enter the compressor/pump driver power source from Table 6.18.
Status	Enter the appropriate status code from Table 6.19.

Table 6.5. Substance categories

Substance	Substance category	Code	Priority code
Natural gas with >10 mol/kmol of H_2S content	Sour natural gas	SG	1
Butane, ethylene, propane, pentanes, liquid ethane	HVP products	HV	2
Condensate, diesel fuel, gasoline, heating oil, hydrocarbon diluents, kerosene, solvents	LVP products	LV	3
Blended crude bitumen, crude oil, synthetic crude oil	Crude oil	CO	4
Multiphase fluids	Oil well effluent	OE	5
Methane, natural gas with $\leq$ 10 mol/kmol of H_2S content	Natural gas	NG	6
Fuel gas	Fuel gas	FG	7
Produced water	Salt water	SW	8
Ammonia, caustic, glycol, methanol, polymer, sulphur, carbon dioxide	Miscellaneous liquids	ML	9
Air, ammonia, carbon dioxide, ethane, helium, hydrogen, nitrogen, steam	Miscellaneous gases	MG	10
Potable water, surface water	Fresh water	FW	11

Note: Use OE for pipelines transporting production from oil wells and where a liquid stream is separated from a gas stream at a gas well. Applications that involve blending substances from different categories such as NG and OE will be reviewed on a case-by-case basis.

Table 6.6. Pipe material codes

Pipe material	Code
Aluminum	A
Composite	G
Fibreglass	F
Polyethylene	P
Polyvinyl chloride	V
Steel	S

Table 6.7. Steel pipe codes (examples only)

	Code	
Pipe specification	Type	Grade
API 5L Grade A	5L	A
API 5L Grade B	5L	B
API 5L Grade X42	5L	X42
API 5L Grade X60	5L	X60
ASTM A53 Grade B	A53	B
ASTM A 106 Grade B	A106	B
ASTM A333 Grade 6	A333	6
CSA Z245.1 Grade 241 Category I	Z245.1	241 1
CSA Z245.1 Grade 290 Category II	Z245.1	290 2
CSA Z245.1 Grade 359 Category III	Z245.1	359 3
ASTM A539	A539	N/A *

* N/A is not applicable for ASTM A539.

Table 6.8. Aluminum pipe codes (examples only)

Pipe specification	Code	
Aluminum Association Alloy No.	Type	Grade*
6063 T1A	6063	T1A
6063 T1B	6063	T1B

* If cladded aluminum, add C at the end of Grade Code (e.g., T1AC).

Table 6.9. Fibreglass and fibre-reinforced composite pipe codes (examples only)

Pipe specification	Code	
	Type	Grade
Ameron Bondstrand 3000	AMERON	3000
Star Fibreglass 500	STAR	500
Centron 800	CEN	800
Fibrespar 1500 E	FSLP	1500
Hydril ANSI 300	HDLP	300
Flexpipe ANSI 300	FPLP	750

Table 6.10. Polyethylene pipe codes (examples only)

Pipe specification	Code	
Aluminum Association Alloy No.	**Type**	**Grade**
PE 2406 SDR 11	2406	11
PE 3408 SDR 9	3408	9

Table 6.11. Joint codes

Joint	Code
Thru-Kote Welded	A
Butt Fusion	B
Bonded	C
Flanged	F
Solvent Welded	G
High Energy Welded	H
Crimp Kote	K
Sure Lok	L
Mechanical Coupling	M
Pronto Lock	P
Socket Fusion	S
Threaded	T
Welded	W
Zap-Lok	Z
Twin Lock	E
Triple Seal	R

Table 6.12. Internal protection codes

Protection type	Code
Uncoated	U
Thin Film	T
Cement	C
Expanded Polyethylene	E
Grouted	G
Free Standing	L
Polyvinyl Chloride	P

Table 6.13. Facility codes

Facility	Code
Battery	B
Blind End	BE
Chemical Plant	CP
Compressor Station	CS
Consumer	CO
Creek	CK
Experimental Station	ES
Gas Processing Plant	GP
Injection/Disposal Facility	IP
Lake	LA
Oil Loading and Unloading Terminal	LR
Meter/Regulation Station	MR
Meter Station	MS
Petrochemical Plant	PP
Pipeline	PL
Pipeline Terminal	PT
Pump Station	PS
Refinery	RF
Regulator Station	RS
Reservoir	RE
River	RI
Satellite	S
Storage Cavern	SC
Storage Tank	ST
Tank Farm	TF
Well	WE
Line Heater (Category C or D)	LH

Table 6.14. Status codes

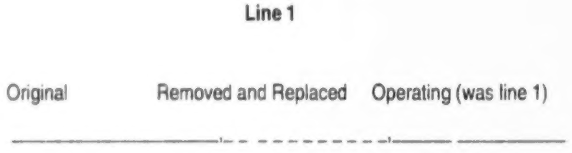
Status	Code
Abandoned	A
Discontinued	D
Operating	O
Removed	R
To Be Constructed	P

Table 6.15. Environment codes

Crossing	Code
Creek	CC
Lake	LC
Overhead	OC
River	RC
Surface (surface line)	SC

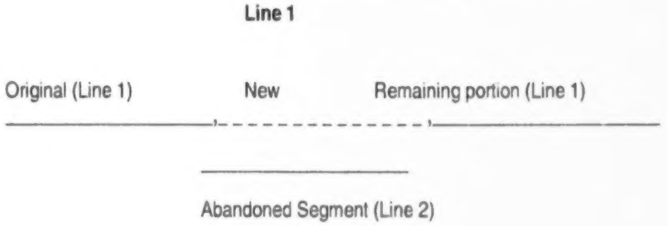
Table 6.16. Examples of Pipeline Replacements

Example 1: Segment in the middle of Line 1 will be replaced (original pipe removed)



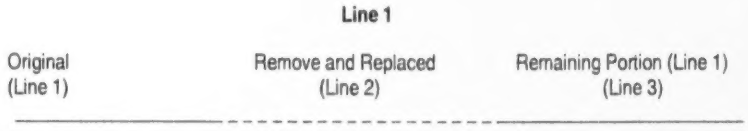
If the section of pipe is removed and replaced with the same pipe (material and standard), the line number does not change and will remain as line 1 on Schedule 3.1.

Example 2: Segment in middle of line 1 will be replaced (original pipe abandoned)



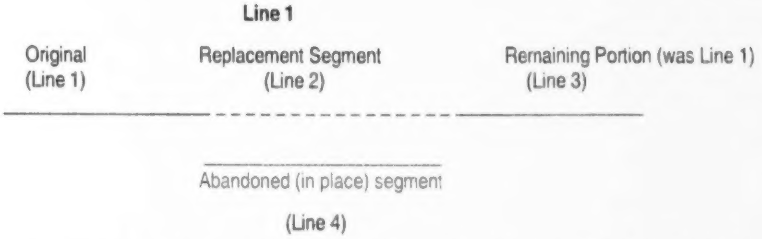
If the replacement pipe will be abandoned, follow the same procedure as in Example 1, the exception being that a separate line number (next available line number) must be assigned to the abandoned section (Line 2).

Example 3: Segment in middle of line 1 will be replaced with a different pipe material or standard (original pipe removed)



If the replacement pipe is a different material or standard, a new line number must be assigned to the new pipe. The "To Location" of Line 1 will end where the new construction starts, the new construction will become the next available line number (Line 2), and the remaining portion that was Line 1 will also be assigned a new line number (Line 3).

Example 4: Segment in middle of line will be replaced with a different pipe material or standard (original pipe abandoned)



If the replacement pipe will be abandoned, follow the procedure as in Example 3, the exception being that the abandoned line would be assigned a separate line number (next available number).

Table 6.17. Pipeline installation codes

Facility	Code
Pump Station	PS
Compressor Station	CS
Tank Farm	TF
Line Heater (Category C or D)	LH
Oil Loading and Unloading Terminal	LR

Table 6.18. Driver power source codes

Facility	Code
Natural Gas	N
Electric	E

Table 6.19. Status codes for pipeline installations

Status	Code
Operating	O
Removed	R
To Be Constructed	P

Section 7 Well Licence Applications (Schedule 4)

7.1 Overview

An applicant must use Schedule 4 to apply for a well licence application for

- a new oil, gas, or crude bitumen well,
- a water well greater than 150 m,
- a new disposal or injection well,
- re-entering a well,
- resuming drilling operations after original rig release,
- an evaluation well or test hole,
- a coalbed methane well,
- drilling a well through a potential hydrocarbon zone for any other purpose,
- amending a previously issued well licence prior to spud or rig release,
- deepening an existing well while the rig is on hole, or
- changing an oil sands evaluation well to a conventional producing well (if within 30 days of drilling).

Depending on the project, the applicant must submit one Schedule 1 along with one or more of the following forms:

- Schedule 4: Well Licence Application
- Schedule 4.1: Working Interest Participants—Wells
- Schedule 4.2: Multiwell Pad Location
- Schedule 4.3: Well H_2S Information

For wells that will be drilled deeper than 150 m to supply water for domestic or stock watering purposes, a well licence application is required. Please contact EUB Facilities Applications for details and instruction.

7.2 Project Submissions

A project is defined as a network of facilities, pipelines, and/or wells that connect to a common facility. A project submission may consist of a single licence application or of multiple licence applications of related facilities, pipelines, and wells.

Numbered statements reprcsent requirements and expectations (see Section 1.4).

1) If the applicant is filing a project submission,
    a) the application must be submitted under one company name using one Schedule 1, and

b) the applicant must complete a separate Schedule 4 for each well in the project, unless it is a multiwell pad project.

7.3 Licence Expiry

Well licences expire one year from the date of issue if construction or operation has not yet started. After one year, the EUB will cancel the expired licence from the active records.

2) If the applicant intends to proceed with a project for which a licence has expired, all applicable regulatory requirements, including participant involvement requirements (Section 2), must be fulfilled prior to filing a new application.

Due to the complexity of some developments, it is possible that the applicant may not be able to act on a licence before the expiry date. If licence expiry is imminent, the applicant should contact Facilities Applications for advice on how best to proceed.

3) Prior to initiating new construction when a licence is nearing expiry, the applicant must conduct a new resident/landowner search and determine if any new issues may have arisen since the licence was granted.

4) The applicant must advise Facilities Applications 30 days before licence expiry if it has commenced lease construction but has not spudded the well. This will ensure the licence is not automatically cancelled.

5) If an applicant does not intend to proceed with the licence, it must notify Facilities Applications.

7.4 Category Type and Minimum Consultation and Notification Requirements

The types of wells requiring a licence under *Guide 56* are listed in Table 7.1, along with respective minimum consultation and notification requirements. The category type of a well is determined by the H_2S content, H_2S release rate, and proximity to the public.

6) The applicant must identify the correct category type for the proposed well project and perform all associated consultations and notifications.

7) For wells containing H_2S, the applicant must base the category type on the maximum wellhead, up casing, cumulative drilling, or completion H_2S release rate.

7.5 Exemptions

Well licence applications are not required for

- wells drilled to a depth of less than 150 m that are not intended to encounter or produce hydrocarbons, and
- wells drilled to discover or evaluate a solid inorganic mineral (e.g., limestone quality test well).

Table 7.1. Well category type and minimum consultation and notification requirements

Category	Name	Type	Description	Personal consultation and confirmation of nonobjection	Notification
B	Wells 0.00 mol/kmol H_2S	140	Single well	• Landowners and occupants with regard to well-site location • Landowners and occupants with regard to well-site access • Residents within 0.2 km • Residents within 0.3 km, if single oil wells with 0.0 mol/kmol H_2S and continuous flaring	• Crown disposition holders • Local authorities • Freehold coal rights owner or coal rights lessee • Landowners within 0.1 km • Urban authorities within 1.5 km • Unlighted airports within 1.6 km • Lighted airports within 5 km
		141	Commercial or source water well		
		150	Multiwell pad		
C	Wells >0.00 mol/kmol H_2S <0.01 m^3/s H_2S release rate	280	Single well	• Landowners and occupants with regard to well-site location • Landowners and occupants regarding well-site access • Landowners within 0.1 km with regard to setbacks • Residents within 0.2 km or calculated EPZ radius, whichever is greater	• Crown disposition holders • Local authorities • Freehold coal rights owner or coal rights lessee • Urban authorities within 1.5 km • Unlighted airports within 1.6 km • Lighted airports within 5 km
		290	Multiwell pad		
	Wells $\geq$ 0.01 m^3/s but < 0.3 m^3/s H_2S release rate	360	Single well		
		370	Multiwell pad		
D	Wells $\geq$ 0.3 m^3/s but < 2.0 m^3/s H_2S release rate	570	Single well	• Landowners and occupants with regard to well-site location • Landowners and occupants regarding well-site access • Landowners within 0.5 km with regard to setbacks • Residents within 0.2 km or calculated EPZ radius, whichever is greater	• Crown disposition holders • Local authorities • Freehold coal rights owner or coal rights lessee • Urban authorities within 1.5 km • Unlighted airports within 1.6km • Lighted airports within 5 km
E	Wells $\geq$ 2.0 m^3/s H_2S release rate (deemed nonroutine)	610	Single well	• Landowners and occupants with regard to well-site location • Landowners and occupants regarding well-site access • Landowners within 1.5 km with regard to setbacks • Residents, local authorities and urban authorities within calculated EPZ or preapproved EPZ (EUB Air and Safety Compliance Group)	• Crown disposition holders • Freehold coal rights owner or coal rights lessee • Unlighted airports within 1.6 km • Lighted airports within 5 km
	Wells $\geq$ 0.01 but < 0.1 m^3/s release rate and well is within 0.5 km of urban centre (deemed nonroutine)	620	Proximity critical well	• Landowners and occupants with regard to well-site location • Landowners and occupants regarding well-site access • Landowners within 0.1 km with regard to setbacks • Residents and local authorities within 0.2 km or calculated EPZ radius, whichever is greater • Urban authorities within 1.5 km	• Crown disposition holders • Freehold coal rights owner or coal rights lessee • Unlighted airports within 1.6 km • Lighted airports within 5 km

(continued)

Table 7.1. Well Category Type and Minimum Consultation and Notification Requirements (concluded)

Category	Name	Type	Description	Personal consultation and confirmation of nonobjection	Notification
E	Wells ≥ 0.1 but < 0.3 m^3/s release rate and well is within 1.5 km of urban centre (deemed nonroutine)	621	Proximity critical well	• Landowners and occupants with regard to well-site location • Landowners and occupants regarding well-site access • Landowners within 0.1 km with regard to setbacks • Residents and local authorities within 0.2 km or calculated EPZ radius, whichever is greater • Urban authorities within 1.5 km	• Crown disposition holders • Freehold coal rights owner or coal rights lessee • Unlighted airports within 1.6 km • Lighted airports within 5 km
	Wells ≥ 0.3 but < 2.0 m^3/s release rate and well is within 5.0 km of urban centre (deemed nonroutine)	622	Proximity critical well	• Landowners and occupants with regard to well-site location • Landowners and occupants regarding well-site access • Landowners within 0.5 km with regard to setbacks • Residents and local authorities within 0.2 km or calculated EPZ radius, whichever is greater • Urban authorities within 5.0 km	• Crown disposition holders • Freehold coal rights owner or coal rights lessee • Unlighted airports within 1.6 km • Lighted airports within 5 km

7.6 Records Corrections

There are no records corrections for well licences.

7.7 Licence Amendments

8) The applicant must be the licensee to file a well licence amendment and relicense application.

9) The applicant must be able to demonstrate there are no outstanding concerns/objections to file a well licence amendment or relicense application.

10) The licensee must file a well licence amendment application if any of the following information changes prior to spudding the well: surface ownership (Freehold and Crown), mineral ownership (Freehold and Crown), surface location, ground elevation, well purpose, surface coordinates, total depth, well type, terminating formation, regulation section, maximum calculated EPZ, or number of occupied dwellings, public facilities, and/or places of business inside the calculated EPZ.

11) The licensee must file a well licence amendment application when re-entering an abandoned well, resuming drilling of a well after rig release, or deepening an existing well while the rig is on hole.

12) The licensee must file a well licence amendment application to correct inadvertent data entry errors or transposition of numbers.

13) The licensee must file a well licence amendment application to change the bottomhole location prior to spudding the well.

   a) Bottomhole location changes after spud date are captured through the submission of the licensee's directional survey.

14) The licensee must file a relicense application to change the category type while the rig is on hole provided the well will not be deepened or the terminating formation changed (see Section 7.12.1, Step 1: Relicense).

7.8 Participant Involvement Requirements

15) The applicant must ensure that the requirements set out in Section 2 are met for the minimum radius set out in Table 7.1.

   a) In cases where the completion or producing H_2S release rate is greater than the drilling release rate, the applicant must fulfill the personal consultation and notification requirements applicable to the highest rate.

16) The applicant must meet the information requirements as part of personal consultation and notification for all well licence applications (Section 2).

17) The applicant must provide information packages to those persons whose rights may be directly and adversely affected, as set out in Table 7.1, and be prepared to discuss the project as necessary.

   a) If personal consultation is required, the applicant must

      i) provide the project-specific information package: This written information package must meet the minimum information requirements described in Section 2 and include any other information to assist in understanding the proposed development,

      ii) provide the letter from the Chairman of the EUB,

      iii) provide the EUB brochure *Understanding Oil and Gas Development in Alberta,*

      iv) provide the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide*, and

      v) offer the EnerFAQs listed in Appendix 11. These are available from the *Guide 56* Web page.

   b) If notification is required, the applicant must provide the applicant's project-specific information package and the letter from the Chairman of the EUB and offer copies of

      i) the EUB brochure *Understanding Oil and Gas Development in Alberta,*

      ii) the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide*, and

      iii) the EnerFAQs listed in Appendix 11.

18) The EUB does not require applicants to acquire road-use agreements prior to submitting its application; however, they must be in place prior to construction.

7.9 Technical Requirements

The following are subsections under wells technical requirements and discuss various fields on Schedules 4, 4.1, 4.2, and 4.3.

7.9.1 Survey Plans

19) The applicant must attach a survey plan that

- a) meets all requirements stated in the Oil and Gas Conservation Regulations, Section 2.020;
- b) provides sufficient detail to accurately identify surface topography, surface improvements, and access roads;
- c) is formatted on 8½ x 14 inch paper size (multiple pages of this size may be used to include all survey information; Facilities Applications prefers an original of the survey plan; however, photocopies are accepted if they are clear);
- d) is current and valid:
  - i) less than 12 months old from the date of certification, or
  - ii) if more than 12 months from the date of certification, certified as correct by an Alberta Land Surveyor;
- e) shows the location of the well tied by bearings and distance to a monument, or in the case of a well in unsurveyed territory, the location determined in accordance with the Alberta Land Surveyors Association *Manual of Standard Practice*;
- f) shows the relation of the well to the boundaries of the quarter section shown by the coordinates from the two boundaries of the quarter section that are also the boundaries of the section (assuming a 20 m wide road allowance) and by calculated distances to the interior boundaries of the quarter section;
- g) shows the relation of the well location to the surface topography within 200 m of the well, including
  - i) elevation of the corners of the surface lease,
  - ii) elevation of any significant water bodies, and
  - iii) sufficient information to establish the general character of the topography and any predominant drainage patterns;
- h) in the case of long access roads (i.e., outside the 200 m radius) or where the well is close to survey section lines, shows sufficient information to establish the general character of the topography, predominant drainage patterns, and surface improvements;
- i) shows the relation of the well location to
  - i) surface improvements,

ii) wells,

iii) coal mines, whether working or abandoned, and

iv) water wells within 200 m of the well; and

j) indicate the depth of the water if the proposed well is in a water-covered area.

7.9.2 Emergency Planning Zones

The emergency planning zone (EPZ) for wells containing H_2S is based on the release rate calculated for the well. An emergency response plan (ERP) is required for any well containing H_2S where a surface development (e.g., occupied dwelling, campground) is located within the EPZ. For Category E wells, the review of the well licence application and ERP are conducted in conjunction so that the well licence and the ERP approval are issued together. ERPs should be forwarded directly to EUB Air and Safety Compliance for review. See *Guide 71* for further details on emergency response planning.

20) All licensees must have a corporate level ERP that addresses the fundamentals of how an emergency situation would be handled.

21) The applicant must ensure that the ERP has been approved by EUB Air and Safety Compliance prior to commencement of operations.

22) The size and shape of the zone must reflect the maximum potential H_2S release rate for the proposed activity and must also have regard for the local terrain and density of population in the area.

    a) The EPZ must be calculated from the maximum potential cumulative release rate (RR) as follows:

If $RR < 0.3 m^3/s$:	$EPZ = RR^{0.58} \times 2$ km
If $RR \geq 0.3 m^3/s$ but $< 8.6 m^3/s$:	$EPZ = RR^{0.68} \times 2.3$ km
If $RR \geq 8.6 m^3/s$:	$EPZ = RR^{0.81} \times 1.9$ km

23) The applicant must record the calculated EPZ radius on Schedule 4.3.

7.9.3 Critical Well

A critical well is defined by the following criteria:

- $RR \geq 2.0 m^3/s$,
- $RR \geq 0.3 m^3/s$ but $< 2.0 m^3/s$ and the well is located within 5.0 km of an urban centre,
- $RR \geq 0.1 m^3/s$ but $< 0.3 m^3/s$ and the well is located within 1.5 km of an urban centre, or
- $RR \geq 0.01 m^3/s$ but $< 0.1 m^3/s$ and the well is located within 500 m of an urban centre.

24) If the proposed well is critical by the above standards, the applicant must meet the drilling requirements detailed in *ID 97-06* and the *IRP Volume 1: Industry Recommended Practices for Drilling Critical Sour Wells.*

25) If the proposed well is deemed to be Category E, the applicant must file a nonroutine application.

7.9.4 Minimum Requirements for Pressure Testing Casing

26) Where existing casing on a re-entry well is to be used for production purposes, prior to placing the well on production the licensee must meet the following minimum requirements:

    a) Pressure test the casing to the minimum required casing burst pressure, in accordance with the current *Guide 36: Drilling Rig Inspection Manual* requirement, or reservoir pressure, whichever is less.

    b) Run a casing inspection log to verify the burst rating and/or condition of the existing (in-hole) casing.

For some re-entry wells, the EUB will consider a casing design based on a lesser design gradient than required in the current *Guide 10: Guide to Minimum Casing Design Requirements* and will not require that a casing inspection log be run if the actual gradient does not exceed the design gradient. However, the applicant must verify that the casing still meets the appropriate design factor for burst.

27) In order to verify that the casing still meets the appropriate design factor for burst, the applicant must

    a) pressure test the casing to the minimum required casing burst pressure, in accordance with the current *Guide 36: Drilling Rig Inspection Manual;*

    b) ensure that there is sufficient casing set and cemented in the well for well control purposes if the intent is to set and cement additional casing in the well upon completion of drilling operations; and

    c) submit the well licence application as nonroutine and include the following information to support that the proposed re-entry well

        i) is located in a depleted reservoir that has had previous production and a "Development" Lahee classification,

        ii) will not be deepened or drilled as a whipstock/directional well,

        iii) is not located within or in proximity to enhanced recovery schemes,

        iv) has not been re-entered before,

        v) has surface casing or production/intermediate casing that is cemented and isolated to the base of groundwater protection and there are no usable hydrocarbons remaining open in any uncemented intervals,

        vi) does not have a surface casing vent flow or have gas migration problems,

vii) will not be drilled as a Category E critical well or a Category C or D well drilled underbalanced,

viii) is not located in an area that has high incidents of casing corrosion, and

ix) was not originally drilled as a directional or horizontal well.

28) If the applicant proposes to re-enter or deepen a well and the operation results in a critical well (Category E), all equipment and practices for the drilling of this well must meet or exceed the requirements of *ID 97-06* and IRP Volume 1.

29) Where the applicant proposes to deepen an existing wellbore and drill underbalanced, the applicant must meet all applicable requirements of *ID 94-03: Underbalanced Drilling*, IRP Volume 1, and the current *Guide 10.*

7.9.5 Terminating Formation

For the purpose of well licensing, the terminating formation is defined as the deepest formation to which the applicant has the right to produce for all intended purposes of the well.

The applicant may drill to a maximum overhole depth of 15 m below the base of the terminating formation. This overhole depth is permitted to accommodate logging tools and casing.

30) The applicant must not include the 15 m overhole formation as the terminating formation on a well licence application unless the applicant holds the mineral rights.

31) The applicant must have the permission of the mineral rights holder, whether Crown or Freehold owner or lessee, to exceed the 15 m maximum overhole depth.

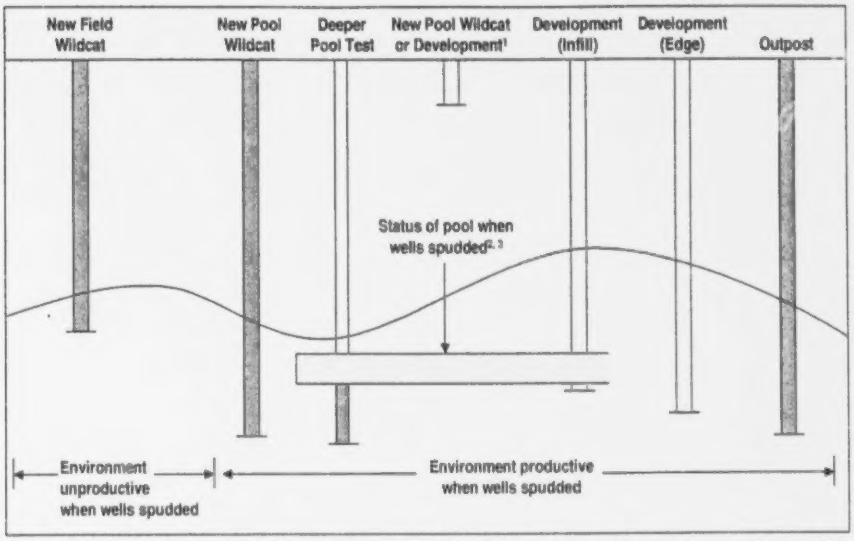
7.9.6 Lahee Classifications

A Lahee classification is assigned to each well based on the geological conditions and the known existence of hydrocarbons in the area where the well is to be drilled. The classification assigned takes into account considerations such as the geological objectives and projected total depth of the well and the risk of failure involved. The EUB review of the Lahee classification occurs after the well licence has been issued.

The Lahee classification is assigned based on Table 7.2 and Figure 7.1. If in the EUB's opinion, the Lahee classification assigned to a well does not appear to meet the criteria outlined in Table 7.2, it will revise the classification. Further, the well's Lahee classification is intended to take into account the conditions known when the well was spudded; therefore, the EUB may also revise the classification of a well on the basis of additional knowledge gained between the time of licensing and the spudding of a well. In both cases, the EUB will send written notification of its revision to the licensee. If the licensee has technical data supporting the originally assigned Lahee classification, an appeal of the revision may be made no later than 30 days following the EUB's notification letter.

Table 7.2. Lahee classification

Lahee classification	Description
New Field Wildcat (NFW)	An NFW well is located at a considerable distance beyond the limits of known pools and is outside the boundaries of existing fields. The well is drilled in an area where hydrocarbons have not yet been discovered.
New Pool Wildcat (NPW)	The objective of an NPW well is the discovery of a new pool in an already discovered field, which includes all zones that the well encounters. In circumstances where the well is in relatively close proximity to the limits of a known pool(s), the NPW classification must be based on technical data suggesting that a new pool will be encountered. A well pursued with the objective of discovering a new pool and drilled within, or in close proximity to, the limits of a known pool(s) but terminating shallower than the known pool(s) is normally classified as an NPW. Exceptions are made when existing wells in close proximity to the well have logs or tests that strongly suggest the existence of the target pool.
Deeper Pool Test (DPT)	A DPT well is located within or in close proximity to a known pool(s) and drilled with the objective of exploring for new, undiscovered hydrocarbon accumulations below the deepest of the known pool(s). Only the interval below the deepest of the known pool(s) is exploratory. The remaining metreage in a DPT is development. In circumstances where the exploratory portion of the well is in relatively close proximity to the limits of a known pool(s), the DPT classification must be based on technical data suggesting that a new pool will be encountered.
Outpost (OUT)	An OUT well is drilled with the intention of extending a known pool by a considerable distance. A well in proximity to a known pool but whose outcome is uncertain because of geological complexities might also be classified as OUT.
Development (DEV)	The objective of a DEV well is to further exploit the productive zone(s) of a known pool(s). The well may be inside of the established limits of the pool or in close proximity to the edge of the pool(s). The DEV classification should be used even if the well is drilled slightly deeper than the target pool, especially where the deeper strata to be penetrated have no hydrocarbon-bearing potential.
Re-entry (REN)	A REN classification is assigned to a well that re-enters an existing wellbore for the purpose of recompleting the well as a producer or service well with no new strata being drilled. If new strata are to be drilled (e.g., by deepening, whipstocks, or sidetracks), then the well is assigned the appropriate Lahee classification.
Development Service Well (DSW)	A DSW well is drilled to introduce fluids into a formation or observe the performance of a reservoir. Water injection, steam injection, and observation wells are examples of DSW wells.
Oil Sands Evaluation (OV)	An OV well is drilled in an oil sands area to evaluate the oil sands and is not intended to produce hydrocarbons.
Test Hole (TH)	A TH well is drilled for geological and geophysical stratigraphic evaluation purposes and is not intended to produce or expected to encounter hydrocarbons.
Experimental (EX)	An EX well is part of an EUB-approved experimental scheme.
Other (OTH)	A well drilled for water production, brine production, gas storage, or any other purpose not covered by other Lahee classifications is classified as OTH. It may be licensed under the Oil and Gas Conservation Regulations, Section 2.020 or 2.040.


New Field Wildcat
New Pool Wildcat
Deeper Pool Test
New Pool Wildcat or Development[1]
Development (Infill)
Development (Edge)
Outpost
Status of pool when wells spudded[2, 3]
Environment unproductive when wells spudded
Environment productive when wells spudded

[1] Shallower wells are usually drilled on the basis of uphole hydrocarbon evidence at adjacent wells and, therefore, the development category is normally appropriate.

[2] The horizontal specked bar represents the cross-section of a pool as previously delineated before the shown wells were spudded. (Other pools may exist on the section, but they have not yet been discovered.)

[3] The left edge of this pool is known to terminate where indicated. The exact position of the right edge has not been defined.

Figure 7.1. How to classify a well

7.9.6.1 Technical Considerations When Assigning Lahee Classifications

The oil- and gas-bearing portions of a pool constitute a single accumulation, as set out in the Oil and Gas Conservation Act, Section 1(1)(oo). Therefore, step-out wells drilled to encounter the oil leg of a known gas pool are classified as development wells.

EUB-designated pooling orders (G orders) have no bearing on the Lahee classification of a well, although they do affect the well's confidential status. Such orders should be disregarded for Lahee classification purposes because they may not have been issued for nearby pools and because their boundaries may not have been updated to reflect current knowledge regarding the areal extent and continuity of pools.

7.9.7 Assigning Confidentiality to New Wells

Confidential status on new wells is based on the provisions described in the Oil and Gas Conservation Regulations, Section 12.150, and the Oil Sands Conservation Regulations, Section 15. Table 7.2 is a guide for determining the appropriate confidential status of new wells, while Figure 7.2 shows how to assign confidentiality to deeper pool test and development wells.

Table 7.3. New well confidential status based on Lahee classification

Lahee classification	New well confidential status
NFW, NPW, OUT, TH, OV, and EX	(C)—CONFIDENTIAL
DPT	(C) if all zones penetrated by the well are outside the limits of an EUB-designated pool(s) as defined by EUB G orders or inside the boundaries of an existing EUB-designated confidential pool. A DPT well is CONFIDENTIAL BELOW (CB) If one or more uphole zones penetrated by the well is inside an EUB-designated nonconfidential pool as defined by an EUB G order(s), the well is licensed as CONFIDENTIAL BELOW THE (Formation name of the deepest pool the well penetrates).
DEV, DSW, and REN	(C) if all zones penetrated by the well are outside the limits of an EUB-designated pool(s) as defined by an EUB G orders or inside the boundaries of an existing EUB-designated confidential pool.
DEV, DSW, and REN	(CB) If one or more uphole zones penetrated by the well is inside an EUB-designated nonconfidential pool(s) as defined by an EUB G order(s), the well is licensed as CONFIDENTIAL BELOW THE (Formation name of the deepest pool the well penetrates). If the base of the deepest nonconfidential zone is near the well's total depth and there are no potential hydrocarbon zones between the base of the nonconfidential zone and the total depth, the well is licensed as NONCONFIDENTIAL (NC).
OTH	Other wells are NONCONFIDENTIAL. Requests for confidentiality are reviewed on a well-by-well basis.
	A well drilled for the purpose of crude bitumen production in an oil sands area is (NC).

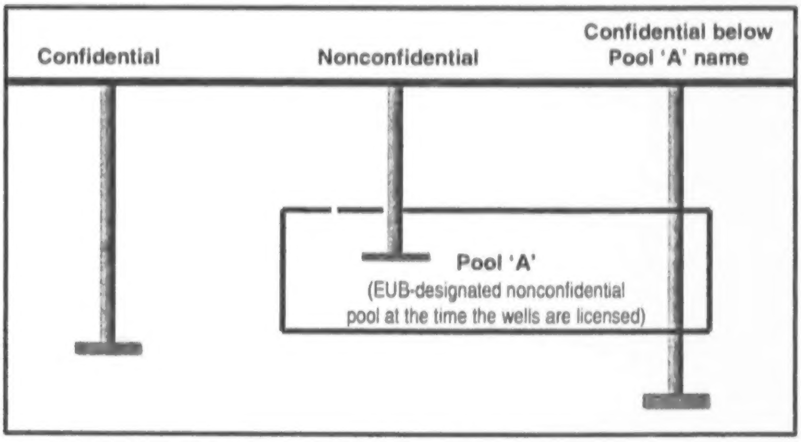

Confidential
Nonconfidential
Confidential below Pool 'A' name
Pool 'A'
(EUB-designated nonconfidential pool at the time the wells are licensed)

Figure 7.2. How to assign confidentiality to DPT and DEV wells

Table 7.4. Appropriate sample requirements

Area 1											
	NFW	NPW	DPT	OUT	DEV	DSW	OTH	EX	TH	REN	OV
C	■	■	■	■	■	■	N/A	■	0	0	■
CB	N/A	N/A	X	N/A	X	X	N/A	N/A	N/A	0	N/A
NC	N/A	N/A	N/A	N/A	X	X	X	N/A	N/A	0	N/A
Area 2A and 2B											
	NFW	NPW	DPT	OUT	DEV	DSW	OTH	EX	TH	REN	OV
C	■	X	X	X	X	X	N/A	X	0	0	N/A
CB	N/A	N/A	X	N/A	X	X	N/A	N/A	N/A	0	N/A
NC	N/A	N/A	N/A	N/A	▲	▲	▲	N/A	N/A	0	N/A
Rest of the Province											
	NFW	NPW	DPT	OUT	DEV	DSW	OTH	EX	TH	REN	OV
C	■	X	X	X	X	X	N/A	X	0	0	0
CB	N/A	N/A	□	N/A	□	□	N/A	N/A	N/A	0	N/A
NC	N/A	N/A	N/A	N/A	0	0	0	N/A	N/A	0	N/A

Legend:

0	No drill cutting samples required.
X	Drill cutting samples are to be submitted from 30 m above the shallowest potential producing horizon to total depth. Drill cutting samples are not required to be submitted over zones shallower than the Belly River Formation in W5M, Chinook Formation in W6M, or Viking/Bow Island in W4M unless these zones are specifically targeted by the well.
□	No drill cutting samples are required over the nonconfidential portion of the well. Drill cutting samples are required to be submitted from 30 m above the shallowest potential producing horizon in the confidential portion of the well to total depth. Drill cutting samples are not required to be submitted over zones shallower than the Belly River Formation in W5M, Chinook Formation in W6M, or Viking/Bow Island in W4M unless these zones are specifically targeted by the well.
■	Drill cutting samples are required to be submitted from the base of surface casing to total depth.
▲	For a well being drilled deeper than the Glauconitic zone, drill cutting samples are to be submitted from 30 m above the Glauconitic zone to total depth. For a well not being drilled deeper than the Glauconitic zone no drill cutting samples are required.
N/A	Not applicable. Well should not be licensed with this combination of confidential status and Lahee classification.

7.9.8 Drill Cutting Sample Requirements

32) For all wells with drill cutting sample requirements, the applicant must submit drill cuttings in 5 m intervals unless otherwise noted. Table 7.4 indicates the appropriate sample requirements to be followed based on a well's Lahee classification and confidential status. Areas 1, 2A, and 2B are identified on the map in Figure 7.3.

7.9.8.1 Exceptions to Drill Cutting Sample Requirements

Drill cutting samples are not required if the well meets any of the following criteria:

- Total depth of the well is less than 600 m and the well is classified as DEV or DSW.
- The well is horizontal and is classified as DEV or DSW.
- The well is drilled in an oil sands area for the purpose of producing crude bitumen or servicing a crude bitumen deposit and classified as DEV or DSW.

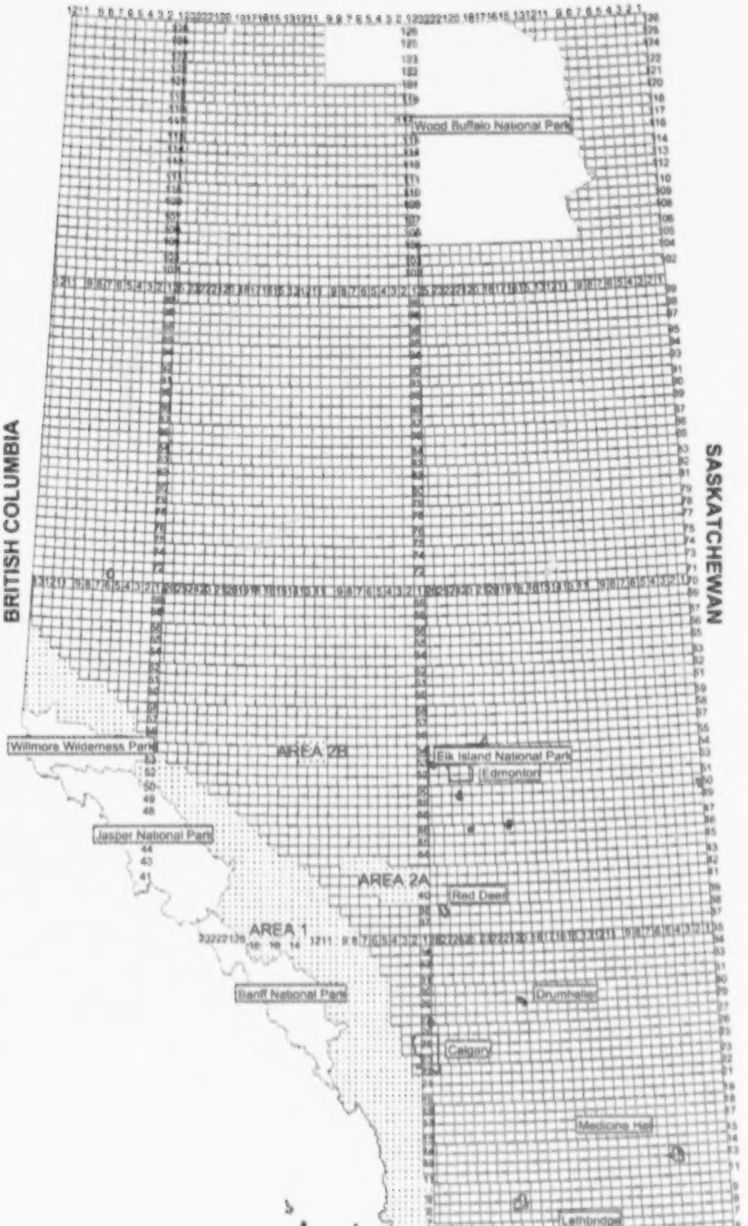


Figure 7.3. Map of Alberta showing sample requirements area

- The well is classified as DEV and drill cutting samples have already been submitted over all potential producing horizons from a well drilled within the past 15 years in the same quarter section as the proposed well and to a depth equal to or greater than the proposed well.

Note that periodically the EUB may identify areas where geological complexities dictate that additional samples should be taken. In those cases, the EUB will notify the licensee of the revised requirements before drilling commences.

7.9.9 Groundwater Protection

33) Applicants must ensure that usable ground water is protected during drilling operations by:

    a) meeting the requirements of *Guide 8: Surface Casing Depth Minimum Requirements*, so that usable aquifers (water containing less than 4000 mg/l total dissolved solids) will be covered by cementing surface casing, cementing the next casing string, or appropriate placement of open-hole abandonment plugs; and

    b) referring to EUB *Statistical Series (ST) 55: Alberta's Usable Groundwater Base of Groundwater Protection* to determine if a reference well or depth below ground level is available to determine the base of groundwater protection. If data are not available in *ST-55*, the licensee must contact Alberta Environment to calculate or confirm the base of groundwater protection.

7.9.10 Surface Casing and Exemptions

Guide 8 sets out the technical guidelines for determining surface casing in wells to be drilled and also gives specific areas where surface casing is not required.

34) The applicant may obtain a waiver from *Guide 8* requirements by filing a nonroutine application and ensuring that the following conditions are met:

    a) The proposed well terminates at less than 950 m true vertical depth.

    b) The proposed well is located in or adjacent to a development-type setting.

    c) The maximum absolute open flow (AOF) rate from offset wells does not exceed 109 thousand (10^3) m^3/day.

    d) There are no problems such as overpressuring, severe lost circulation, kicks, blows or blowouts, or artesian water flows within 3 km of the proposed site.

35) To obtain a waiver, the applicant must file a nonroutine application and include the following information, where applicable:

    a) Geological data

        i) Identify all zones from surface to total depth.

        ii) Identify porous or permeable zones.

iii) Identify gas potential in the hydrocarbon-bearing zones.

- If no gas potential exists, provide an isopach map showing how far the productive zone(s) extends.
- If gas potential exists, state whether the maximum AOF gas rate from the offset wells exceeds 109 10^3 m^3/day.

iv) State if there is an enhanced recovery scheme within 1 km of the proposed well.

b) Thermal schemes

i) Describe the method of recovery.

ii) State the frequency and duration of cyclic operations.

iii) Give the volume of steam injected.

iv) Give the bottomhole distance to active steaming and/or production-affected areas.

v) State temperatures and pressures at observation wells.

vi) State how much of the reservoir is affected by steaming operations.

vii) Give the time it takes for a steamed area to cool once it has been produced.

viii) Give the temperature and pressure in the production cycle at which it is safe to drill.

c) Operations

i) Review hole operations within a 3 km area down to and including the terminating formation and provide the location, zone, depths, and type of hole problems, including

- severe lost circulation,
- artesian water flows,
- hole sloughing,
- kicks,
- blows and blowouts,
- abnormal pressures (greater than 10 kPa/m), and
- low cement tops.

ii) For horizontal wells, indicate if intermediate casing will be set prior to drilling the horizontal section.

iii) Provide evidence that the conductor casing will be set into a competent formation.

iv) Indicate what cementing method will be used when setting conductor casing.

36) In addition to the above, the applicant must provide a map of the area showing

  a) proposed surface and bottomhole locations,
  b) existing wells within 3 km that are drilled to the proposed terminating zone,
  c) wells with hole problems within 3 km,
  d) AOF gas rates for existing wells,
  e) proximity to thermal wells, and
  f) proximity to water bodies.

7.9.11 Right to Produce or Operate

37) Prior to submitting a well licence application, the applicant must

  a) be a working interest participant;
  b) be entitled to the right to produce the oil, gas, or crude bitumen from the well or have the right to drill or operate the well for the authorized purpose;
  c) acquire the right to produce from the intended formation for the complete drilling spacing unit (DSU);
  d) if applicable, obtain permission from the Alberta Department of Energy to produce minerals under water bodies on Freehold mineral lands, as the Crown holds the mineral rights beneath water bodies; and
  e) contact the Alberta Department of Energy if the bottomhole location of the well is in a road allowance.

The issuance of a well licence or conducting of an EUB audit is not to be relied upon by the licensee or third parties as a legal determination or confirmation of mineral entitlement or of the right to produce hydrocarbons or to conduct other activities on lands covered by the licence.

7.9.11.1 Mineral Lease Continuation

The Alberta Department of Energy does not consider an application for a mineral lease continuation sufficient to demonstrate that an applicant has the rights for all of the intended purposes of the well.

38) Prior to submitting a well licence application with EUB Facilities Applications, the applicant must receive a signed approval granting a mineral lease continuation from the Alberta Department of Energy.

7.9.11.2 Wellbore Rights for Abandoned Wells

Wellbore rights are separate and distinct from mineral rights and require separate approval before a well licence application can be filed.

39) Prior to filing a well licence application with Facilities Applications, the applicant must acquire the rights to the abandoned wellbore:
    a) For freehold mineral rights, the applicant must obtain the abandoned wellbore rights from the licensee of record.
        i) The applicant must file a nonroutine application if it is unable to acquire an agreement from the licensee of record.
    b) For Crown mineral rights,
        i) if the mineral rights have not expired, the applicant must obtain the abandoned wellbore rights from the licensee of record;
        ii) if the mineral rights have expired, the abandoned wellbore rights revert to the Crown. In this case, the applicant must obtain well re-entry approval from the Crown using the Request for Well Re-Entry Approval form available on the Alberta Department of Energy Web site.

7.9.12 Setback Requirements

There are specific setback distances between wells containing H_2S gas and permanent dwellings, unrestricted country developments, urban centres, or public facilities.

40) The applicant must meet the applicable setback requirements in Table 7.5 based on the calculated H_2S release rate for the proposed well.

41) The level designation must be based on the suspended/producing H_2S release rate.

Table 7.5 Setback requirements for wells containing H_2S

Level	H_2S release rate (m^3/s)	Minimum distance
1	< 0.3	0.1 km, as stated in Section 2.110 of the Oil and Gas Conservation Regulations
2	≥ 0.3 to <2.0	0.1 km to individual permanent dwellings and unrestricted country developments 0.5 km to urban centres or public facilities
3	≥ 2.0 to <6.0	0.1 km to individual permanent dwellings up to 8 dwellings per quarter section 0.5 km to unrestricted country developments 1.5 km to urban centres or public facilities
4	≥ 6.0	As specified by the EUB but not less than Level 3

The following subsections describe EUB setback requirements applicable to wells.

7.9.12.1 Water Bodies

A water body may be natural or manmade and contain or convey water continuously, intermittently, or seasonally.

For the purposes of *Guide 56,* a natural water body is defined as any location where water flows or is present, whether the flow or the presence of water is continuous, seasonal, intermittent, or occurs only during a flood. This includes, but is not limited to, the bed and shore of a river, stream, lake, creek, lagoon, swamp, marsh, slough, muskeg, and other natural drainage, such as ephemeral draws, wetlands, riparian areas, floodplains, fens, bogs, coulees, and rills.

For the purposes of *Guide 56*, a manmade water body may include, but is not limited to, a canal, drainage ditch, reservoir, dugout, and other manmade surface feature.

42) The well centre must be sited a minimum of 100 m from a water body.

43) To submit a routine well licence application where the well centre does not meet the 100 m setback requirement, the applicant must

   a) have a Crown disposition where the well centre is located on Crown land;

   b) maintain natural drainage if there is intermittent drainage or a spring/artesian flow across the well site or access road; and

   c) have acceptable measures in place to protect the water body during drilling and future production operations and mitigate the consequences of a spill.

      i) Acceptable measures must include one or more of the following as required:

         - site and berms constructed using impermeable materials,
         - synthetic liner,
         - vacuum truck,
         - absorption material,
         - enclosed systems with tankage, and
         - textile mat.

      ii) The EUB expects the measures to comply with all relevant requirements of provincial and federal legislation and regulation (including the Environmental Protection and Enhancement Act, Water Act, Public Lands Act, Fisheries [Alberta] Act, and the Navigable Waters Protection Act and the regulations thereunder).

44) If the applicant cannot meet the requirements to file a routine well application or proposes alternative mitigative measures, the applicant must submit a nonroutine application.

   a) To submit a nonroutine application, the applicant must attach information outlining the measures in place to protect the water body from contamination during drilling and future production operations and to mitigate the consequences of a spill.

7.9.12.2 Surface Improvements

For the purposes of *Guide 56*, a surface improvement is defined as a

- railway, pipeline, canal, or other right-of-way,
- road allowance and surveyed roadway,
- dwelling,
- industrial plant,
- aircraft runway or taxiway,
- building used for military purposes,
- permanent farm building,
- school, or
- church.

A surveyed road/road allowance is a surface improvement; however, specific setback requirements are discussed under Section 7.9.12.3.

45) The well centre must be sited a minimum of 100 m from a surface improvement.

46) To submit a routine well licence application, the applicant must

a) meet the 100 m setback requirement, or

b) acquire the consent of the surface improvement owner if well centre does not meet the 100 m setback for

i) a railway, pipeline, gas co-op, canal, or other right-of-way, or

ii) a private access road.

47) For all other surface improvements, if the surface improvement owner consents to relaxation of the 100 m setback requirement, the applicant must submit a nonroutine well licence application. If the EUB determines that operations can be conducted safely, the EUB may approve the application.

48) If consent from the surface improvement owner cannot be acquired, the applicant must file a nonroutine well licence application.

7.9.12.3 Surveyed Road/Road Allowance

A surveyed road/road allowance, whether developed or undeveloped, including a lease/access road on Crown land, is considered a surface improvement but is subject to a 40 m setback.

49) The EUB will consider a lesser distance if the applicant demonstrates that special circumstances exist and that the owner or administrator of the surface lands does not object.

To apply for a relaxation from the 40 m setback requirement, the applicant must

a) file a nonroutine application;

b) attach supporting documentation, including proof of owner/administrator consent; and

c) upon EUB request, submit geological/topographical information and any proposed mitigative measures.

50) The applicant is expected to consider other setback restrictions set out by Alberta Transportation and local authorities.

7.9.12.4 Airports

51) If the applicant proposes to drill a well within

a) 5 km of a lighted (registered or unregistered) airstrip/aerodrome or

b) 1.6 km of an unlighted (registered) airstrip/aerodrome,

prior to filing the well licence application, the applicant must advise the Regional Manager, Air Navigation Requirements, Transport Canada, using the Transport Canada Drilling Rig Clearance Form (Appendix 6).

52) If the applicant proposes to drill a well within a 1.6 km radius of a private, unregistered, and unlighted airstrip/aerodrome, the applicant must notify the owner/operator prior to submitting the well licence application to EUB Facilities Applications.

a) If notification is required, the applicant must provide

  i) the applicant's project-specific information package, that also includes the height of the derrick and the anticipated drilling dates,

  ii) the letter from the Chairman of the EUB, and

b) offer copies of

  i) the EUB brochure *Understanding Oil and Gas Development in Alberta*,

  ii) the EUB publication *EnerFAQs No. 8: Proposed Oil and Gas Development: A Landowner's Guide*, and

  iii) the EnerFAQs listed in Appendix 11.

7.9.12.5 Coal Mines

Sections 6.140 to 6.190 of the Oil and Gas Conservation Regulations detail the requirements if a well is proposed within 3 km of subsurface mine workings, either working or abandoned.

53) The applicant must provide

a) a review of the details of the mine plans to ensure that no drilling takes place within 15 m of a mineshaft; or

b) obtain prior written approval and direction of the EUB granting relief from this requirement.

54) If the applicant intends to drill through a bed or seam of coal, the applicant must notify in writing all Freehold coal rights owners and the lessees of Freehold or Crown coal rights (unless the applicant is also the holder of the coal rights). This notification must precede the filing of a well application with EUB Facilities Applications.

The applicant is not required to notify the Crown regarding coal rights, whether or not the coal rights have been leased.

7.9.13 Environmental Requirements

55) The applicant is expected to assess each well site and access road and to develop plans to conserve, reclaim, and mitigate the effects of its activities. These plans should include measures to contain any spills and prevent and control the following: soil and water contamination, soil erosion, siltation of any drainage courses or water bodies, and slope instability.

56) To submit a routine well licence application, the applicant must meet the following requirements:

a) The applicant must have acceptable measures in place to protect the environment during drilling and future production operations and to mitigate the consequences of a spill.

i) Acceptable measures for on-site containment must include one or more of the following as required:

- site and berms constructed using impermeable materials,
- synthetic liner,
- vacuum truck,
- absorption material,
- enclosed systems with tankage, and
- textile mat.

ii) The EUB expects the measures to comply with all relevant requirements of provincial and federal legislation and regulation (including the Environmental Protection and Enhancement Act, Water Act, Public Lands Act, Fisheries [Alberta] Act, and the Navigable Waters Protection Act and the regulations thereunder).

iii) Prior to construction or preparation of a well lease site or a well site access road, the licensee is expected to meet the requirements and guidelines in all current and applicable Alberta Environment informational letters. These currently include

- *R&R/03-2: Siting an Upstream Oil and Gas Site in an Environmentally Sensitive Area on Private Land—Guidance for Private Land*

- *R&R/03-3: Revegetation Using Native Plant Materials—Guidelines for Industrial Development Sites*
- *R&R/03-4: Weeds on Industrial Development Sites—Regulations and Guidelines*
- *R&R/03-5: Problem Introduced Forages on Prairie and Parkland Reclamation Sites—Guidance for Non-cultivated Land*
- *R&R/03-6: Sites Reclaimed Using Natural Recovery Methods—Guidance on Site Assessment*
- *R&R/03-7: Wellsite Construction—Guidelines for No-Strip and Reduced Disturbance*

b) If native prairie is present, the applicant is expected to follow the principals detailed in EUB *IL 2002-01: Principles for Minimizing Surface Disturbance in Native Prairie and Parkland Areas.*

c) If there is intermittent drainage or a spring/artesian flow across the well site or access road, the applicant must maintain natural drainage.

d) If the proposed well site is within a caribou range, the applicant must follow the requirements and consult the guidelines in EUB *IL 94-22: Operating Guidelines for Industrial Activity in Caribou Range – North-West Alberta.*

e) If the proposed well site is along the Eastern Slopes (southern portion), the applicant must follow the requirements in *IL 93-09: Oil and Gas Developments Eastern Slopes (Southern Portion).*

57) The applicant must submit a nonroutine application if it cannot meet the requirements to file a routine well licence application or if it proposes alternative mitigative measures.

a) To submit a nonroutine application, the applicant must attach information outlining why the application is nonroutine and the alternative mitigative measures the applicant proposes to have in place to protect the environment.

An EUB well licence does not relieve the applicant/licensee from meeting the legislative or regulatory requirements of the following:

- Environmental Protection and Enhancement Act and Regulations
- Other relevant acts, including provincial and federal legislation and regulation (including the Water Act, Public Lands Act, Fisheries [Alberta] Act, and the Navigable Waters Protection Act and the regulations thereunder)

7.9.14 Alberta Community Development

58) For proposed projects on Freehold lands, the applicant must consult Alberta Community Development's *Listing of Significant Historical Sites and Areas* to determine whether a proposed well site will require Alberta Historical Resources Act clearance prior to filing a well licence application. This list outlines when a Historical Resources Act clearance is required and how to obtain a clearance. See also EUB *IL 82-11: Preservation of Archaeological, Palaeontological, and Historical Resources*

a) If the proposed well site is to be located on land identified in the list, the applicant must

   i) obtain Historical Resources Act clearance prior to submitting a well licence application, or

   ii) submit a well licence application as nonroutine if Alberta Community Development has not granted clearance, and include a detailed explanation.

7.9.15 H_2S Release Rate Assessments

The EUB requires the applicant to conduct an H_2S release rate assessment for each Category C, D, or E well to ensure public safety when developing projects containing H_2S gas. The H_2S release rate assessment determines the minimum EPZ for the proposed project and dictates the minimum radius for the applicant's personal consultation and notification program.

59) In cases where the producing or completion H_2S release rate is greater than the drilling release rate, the applicant must fulfill the personal consultation and notification requirements applicable to the higher rate.

Pursuant to Section 12.150(8.1) of the OGCR, the EUB will normally consider interpretative data submitted in support of release rate assessments as confidential, provided that the data are indicated as confidential at the time of filing.

Test data used for H_2S release rate assessments are available in area summary format or individual well format from EUB Information Services.

An applicant may file an H_2S release rate assessment with EUB Geology and Reserves prior to submitting a well licence application. The EUB strongly encourages companies to file "presubmission" H_2S release rate assessment packages. This presubmission allows the applicant to

- obtain feedback on methodology and H_2S release rate assessments,
- verify personal consultation and notification radiuses applicable to the well project, and
- minimize the well licence application processing time.

After reviewing an applicant's presubmission, EUB Geology and Reserves will identify any deficiencies and advise the applicant. Geology and Reserves may close and return the presubmission if the H_2S release rate assessment does not conform to the requirements in *Guide 56*.

60) Prior to filing a well licence application, the applicant must also do the following:

   a) The applicant must prepare an adequate H_2S release rate assessment that meets the outlined requirements.

   b) The applicant must evaluate the 15 m overhole zone for potential H_2S gas and, if necessary, incorporate this information into the H_2S release rate assessment.

c) Upon EUB request, the applicant must provide documentation to demonstrate that the H_2S release rate assessment was conducted prior to filing the well licence application.

d) The applicant must include related H_2S details for a well that may encounter H_2S gas by using Schedule 4.3. The information given in Schedule 4.3 forms the basis for the applicant's participant involvement program for the proposed well project.

61) Each H_2S release rate assessment must consist of the following four components, but may include additional components as circumstances warrant. These four components constitute the H_2S release rate documentation package:

a) Geological discussion (Section 7.9.15.1),

b) Geological mapping (Section 7.9.15.2),

c) Engineering discussion (Section 7.9.15.3), and

d) Tabulated data (Section 7.9.15.4).

A case study is provided in Appendix 8.

62) The applicant must support the H_2S release rate assessment with the proper documentation, as detailed in this section.

a) This information must be available prior to filing a presubmission or well licence application and upon EUB request. Its immediate availability is crucial in an emergency situation.

63) The EUB expects that the documentation package will be prepared under the supervision of a member of the Association of Professional Engineers, Geologists, and Geophysicists of Alberta (APEGGA), or other technical designation, or by an individual with demonstrated capability in H_2S release rate assessments.

7.9.15.1 Geological Discussion

64) The applicant must provide a geological well prognosis, including a comprehensive geological discussion, to address the H_2S potential of all prospective formations encountered by the well.

There are two basic cases for reviewing H_2S potential:

a) shallow wells: wells planned to reach total depth prior to the top of the Mannville Group (or equivalent zone) and,

b) deep wells: wells planned to be drilled deeper than the top of the Mannville Group.

Shallow Wells

Reservoirs in shallow horizons may develop very low concentrations of H_2S gas during their operational life. In these cases, the calculated H_2S release rate may result in an emergency planning radius that is less than the total radius of the well site lease; however, it needs to be considered with respect to safety of personnel and the public.

65) The applicant must plan for the potential to encounter H_2S gas if gas analysis data in the public domain demonstrate that a reservoir originally not containing H_2S gas has evolved to gas containing H_2S.

Deep Wells

These wells have the potential to encounter H_2S gas horizons throughout the Mannville Group and deeper. However, H_2S gas zones may be encountered at shallower depths. Reservoirs in shallow zones may develop very low concentrations of H_2S gas during their operational life; one example is the Cardium Formation.

If a well encounters H_2S gas in the Mannville Group or deeper, the estimated H_2S release rate derived from the deeper zones usually overwhelms the small contribution from shallower zone(s). In this case, the contribution from shallower zones need not be considered in the cumulative H_2S assessment for the proposed well.

66) Should the assessment reveal that gas containing H_2S will not be encountered in formations and/or depths greater than the top of the Mannville Group, the applicant must revisit the well prognosis and provide an H_2S release rate assessment for any shallow zones that have any concentrations of H_2S gas.

67) Should either proprietary data or data in the public domain on H_2S gas concentrations indicate that the H_2S release rate for shallow zones significantly impacts the cumulative H_2S release rate for the proposed well, the applicant must include this information in the review.

Geological Considerations

68) The geological discussion must indicate the basis for the interpretation of the potential to encounter gas containing H_2S for each horizon (e.g., open hole log interpretation, cross-sections, or pool isopachs derived from open hole logs or seismic information, drillstem test (DST) recoveries, production, or any other appropriate information).

    a) The geological review must support the applicant's choice of data used in the H_2S release rate calculation. The Canadian Association of Petroleum Producers (CAPP) document *H_2S Release Rate Assessment Guidelines and Audit Forms* is one possible reference for the types of calculation adjustments or corrections that may be required.

69) The applicant is expected to consider the following examples (or other situations where they apply) of geological interpretations that may affect the H_2S release rate calculation for the proposed well:

    a) Wells near potentially productive reservoirs containing H_2S gas that are located along erosional edges (e.g., the Elkton member) should be evaluated for the potential for a reduced reservoir thickness beyond the limits of seismic resolution and for the potential to encounter productive outliers.

b) Different geological environments may lead to different potential reservoir trends. These trends sometimes exhibit a bias in H_2S concentration and/or AOF rates for wells completed in the different geological environments. This bias should be considered when reviewing data for geological analogs.

   i) Because of the potential differences in AOF rates and H_2S concentrations, the applicant should identify and discard data obtained from a Nisku pinnacle reef reservoir in the West Pembina Basin if the target is the Nisku bank facies.

   ii) H_2S concentration and AOF rate data for wells in the Foothills area must be segregated by structural trend for evaluation, since the geological analog may be a pool on the same structural trend as the proposed well.

   iii) If multiple sands within a formation are potentially productive (e.g., Ellerslie #1 and #2 sandstone), the H_2S release rate must be adjusted to reflect this scenario.

c) If analog well data or seismic interpretation indicates that a substantially thickened reservoir is potentially present, this information must be used to determine the H_2S release rate.

7.9.15.2 Geological Mapping

The EUB recommends that the applicant begin its geological assessment using a three-township by three-range map plot to examine the well penetration data appropriate for each zone that it has identified or will identify on Schedule 4: Well Purpose as its primary and secondary zones that may contain H_2S gas. The mapped data may assist in the determination of geological trends, the identification of applicable geological analog pools, and the estimation of the potential availability of H_2S concentration and AOF rate data for the geologically analogous area.

The results of this initial review may indicate that the map area should be expanded to identify the geological trend (e.g., reef platform or thrust sheet) or needs to be reduced due to a high well data density capable of providing sufficient data for review (e.g., oil pools with reduced spacing).

70) The applicant must submit geological maps for all prospective formations that it has or will identify on Schedule 4, Well Purpose, as its primary and secondary zones that may contain H_2S gas.

   a) For other potential H_2S zones that are not noted on Schedule 4, the EUB expects the applicant to implement the process outlined in Section 7.9.15.4. Mapping of these zones is not required.

71) The applicant must submit schematic dip-oriented cross-sections for all proposed wells located in the Foothills geological area based on existing well control or seismic information. The schematic cross-section must illustrate the relationship and the structural style of the prospective zones that may contain H_2S gas.

72) For map presentations relying on net pay or porosity interpretations, the applicant must provide the basis for the interpretation (e.g., gross pay, shale cutoffs, log porosity cutoffs, water saturation cutoffs) where applicable.

73) All map and schematic cross-section presentations must be completed prior to the date of filing a well licence application.

The applicant may choose the map type that best illustrates its geological interpretation. Some examples of appropriate maps types include:

- net pay isopach,
- gross pay isopach,
- structure contour,
- show or bubble maps denoting test or production information,
- porous thickness isopach, and
- isochron maps.

74) Maps must indicate

a) township, range, meridian (sections where appropriate),

b) map scale,

c) geological analogous area or pool,

d) date prepared and company name, and

e) existing well control and proposed well location.

The applicant may choose the map annotations that best illustrate its geological interpretation. Map annotations should be applicable to the map type submitted.

Examples of annotations on a net pay isopach map include

- presence or absence of porosity (e.g., tight, shale),
- fluid content (e.g., water, gas, and/or oil) of the zone,
- absence of the zone otherwise anticipated (e.g., eroded),
- estimate of net pay/pay
  - where the zone is productive,
  - at the proposed well location, and
  - by using contouring at the proposed location.

Examples of annotations on a structure contour map include

- presence or absence of porosity (e.g., tight, shale),
- fluid content (e.g., water, gas, and/or oil) of the zone,

- absence of the zone otherwise anticipated (e.g., eroded),
- structural elevations and source (e.g., zone top or porosity top), and
- structural contouring.

7.9.15.3 Engineering Discussion

75) The applicant must provide an engineering assessment for each potentially productive zone that may contain H_2S gas that outlines

    a) constraints that geological interpretation places on data gathering and review,

    b) corrections to H_2S concentration data, and

    c) corrections to AOF rate data.

76) Data must be from an analogous geological area or pool. Use of data from an arbitrary search area without consideration of the geological similarity of the pools is not appropriate.

    Use of an arbitrary search area is appropriate only when

    a) a review of the geological interpretation reveals that analogous geological pools exist within the search area, or

    b) no demonstrated pattern or trend can be established and therefore the maximum H_2S concentration data and AOF rate data should be used.

77) The applicant must include a summary of the logic used to determine the release rate for each formation. The summary could be as simple as a statement indicating that the pay, pressure, and deviation for the proposed well and analog well are comparable and, therefore, the highest values have been used; or it could be an in-depth account of the logic used for any data discounting and/or adjustments made.

Engineering Considerations

The CAPP document *H_2S Release Rate Assessment Guidelines* is one reference for many of the engineering formulas required to adjust the H_2S release rate. This document may also be used as a reference for the types of calculation adjustments or corrections that may be required as a result of the geological interpretation of the potential zones that may contain H_2S gas encountered by the proposed well. Refer to Section 7.9.15.1.

Determining Release Rates

78) The applicant must determine three H_2S release rates:

    a) drilling release rate,

    b) completion/servicing release rate, and

    c) suspended/producing release rate.

79) To determine the cumulative H_2S release rate for the proposed well, the applicant must consider the development or exploratory nature of each zone that may contain H_2S gas.

The maximum H_2S content and the maximum AOF rate are based on the information from the surrounding geological analog pool(s) or area completed in the same or similar zones.

The H_2S release rate for each potential zone that may contain H_2S gas is determined by multiplying the maximum H_2S content and AOF rate as determined by the geological and engineering review of the available data. The paired data points need not be from the same well. The sum of the release rates from each zone becomes the cumulative release rate for the drilling, completion/servicing, and the suspended/producing release rate, as applicable to the project.

If the depth(s) of casing in the wellbore affects this value, choose whichever is greater:

- the cumulative release rate for the intermediate hole section, or
- the cumulative release rate for the main hole section.

To arrive at these different release rates, AOF rate data are sorted to reflect the different flow scenarios appropriate for each horizon that may be encountered and are combined with the maximum H_2S concentration as determined by the geological assessment. If preferred, post-stimulation data, without adjustment for tubing or casing friction loss, may be used for all scenarios.

If penetration of a number of potential zones that may contain H_2S gas is expected but only one formation is targeted for completion, stimulation, and production, the applicant may calculate the maximum drilling release rate by totalling the unstimulated release rate for each formation and adding it to the maximum flow rate for the targeted formation.

The completion release rate for the targeted formation relies on post-stimulation AOF data. The suspended/producing release rate relies on a calculation correction for flow to surface up tubing. The suspended/producing release rate is also calculated to determine the level classification and the minimum distance or setback requirement for the proposed well (see Table 7.5 and *ID 97-06*). Communication of this minimum setback distance is a key component of the applicant's participant involvement plan for the proposed well (see Section 2).

80) A summary of the engineering review, identifying corrections or discounted data as appropriate, must be included with presubmission materials filed with EUB Geology and Reserves or in the H_2S release rate assessment package submitted for application or audit purposes to EUB Facilities Applications or upon EUB request.

Release Rate Scenarios

81) Each proposed well must be evaluated with its unique circumstances in mind. These calculations must be documented and included with an H_2S release rate presubmission request or upon EUB request (Section 7.9.15).

The following items reflect common release rate calculation corrections and comments on appropriate methodology. This is not intended to be exhaustive.

a) Drilling release rates—The discounting of flow data due to stimulation is not appropriate. Post-stimulation data may be adjusted to reflect a zero skin. Completion/servicing calculations may be adjusted for the effects of friction loss using the configuration of the pipe cemented in the hole, regardless of the type of completion (e.g., wellhead on).

b) H_2S samples—H_2S samples must not be discounted simply because the sample point source is listed as "other." A review of the hard copy of the gas analysis is required to determine if the sample point is reasonable for use. If the review indicates that the sample point is not representative (e.g., it is a second-stage separator sample source for a gas well release rate), it may be discounted and an annotated hard copy of the analysis describing the reason for discounting must be included.

c) Potential for both gas and oil production—If a formation has potential for both gas and oil production, the applicant must calculate both release rates and use the higher value.

    i) An H_2S release rate based on oil must be undertaken if the data indicate that

        - all of the gas samples are from gas cap or nonassociated gas reservoirs and have zero per cent H_2S concentration, and
        - all H_2S concentrations reported are for solution gas samples.

d) Extended AOF data—When both extended and stabilized AOF rates are reported, the extended AOF must be used for release rate purposes. A production rate for a well that is higher than the AOF for the same well is often an indication that the reported AOF might be the stabilized value. In this case, a review of the AOF test is required.

e) Single-point AOF—If the "n" value used for a single-point AOF test is not 1.0, a calculated AOF assuming an "n" of 1.0 must be used, unless a review is undertaken to determine a more appropriate value. A summary of this review must be included with a presubmission or upon EUB request.

f) Potential producing zones—If the estimated potential pay for the primary and secondary zones that the applicant has identified or will identify on Schedule 4, Well Purpose, are estimated to be higher than the pay for the analog well(s) used for each zone, the AOF rates must be adjusted for each zone affected.

g) Multiple sands—If multiple sands within a formation are potentially productive (e.g., Ellerslie #1 and #2 sandstone), the release rate must be adjusted to reflect this scenario. This can be done by multiplying the maximum release rate calculated for a single sand by the number of potential sands or by totalling the pay estimated for each of the sands and adjusting for the pay of the analog well. If significant differences in performances can be documented between sands, a release rate based on individual sands is acceptable.

h) AOF pressure—If the pressure reported for the AOF from an analog well is lower than the pressure expected at the proposed location, an adjustment of the AOF to the expected pressure is required. Due to the potential impact an adjustment can have on the revised AOF, the viscosity of the gas at each pressure is required to be used in the formula. If a well has multiple AOF tests performed at declining reservoir pressure, only those performed at close to the initial pressure should be used unless some type of stimulation has been performed since the first test(s).

i) Pool development—In a pool development scenario, it is reasonable to use the existing wells in the pool as analogs. If the proposed well is the second well in the pool, the H_2S concentration from the first well in the pool may be used; however, because of the variance of AOFs within pools, the flow potential should be estimated from all analogous pools in the area. If the pool is under any type of scheme (e.g., acid gas disposal/injection), the release rate must address the current pool characteristics as required by Schedule 4.3.

j) Commingled pools—Commingled pools present additional complexity when reviewing the release rate. Analog wells must not be discounted because the pool name indicates it is commingled. In many instances test data are obtained prior to commingling. Although the pools may have approval for commingling, only a few wells in the pools may actually be commingled. A review of the test data and/or completion data is necessary to determine the actual formation tested and the appropriate data for the formations in question.

7.9.15.4 Tabulated Data

82) The applicant must provide the results of H_2S concentration and AOF rate reviews in a tabular format.

   a) The CAPP document *H_2S Release Rate Assessment Guidelines* provides data table examples. Regardless of the table format used, the basic data elements as described in the CAPP tables must be provided, along with an indication as to whether the AOF rate data are from a single or multipoint test.

83) The applicant must select a minimum of five H_2S gas analyses and AOF data points that are representative of each potential zone that may contain H_2S gas. Data points are representative if they are not discounted for technical reasons. In situations where multiple data points exist for the same well, only one value is considered representative. If any of the five data points encounter an EUB-defined pool, the applicant must assess all of the wells within the pool boundary.

If higher values are discounted, the applicant must support the decision in the geological or engineering discussion.

7.9.16 Working Interest Participants

84) The applicant must be a working interest participant to apply for or hold a well licence.

7.10 Audit Documentation Requirements—Schedule 4

85) When selected for audit review, the licensee must submit the required documents within 14 calendar days of notice of audit or within the time frame as directed by the EUB.

86) From the audit documents, the EUB must be able to determine that the licensee fulfilled all requirements to ensure regulatory compliance prior to filing the application.

The following detailed list of audit documents corresponds to the steps found in Schedule 4.

7.10.1 Step 1: Identification

No documentation required.

7.10.2 Step 2: Participant Involvement Requirements

7.10.2.1 Mapping Requirements

87) The licensee must submit map(s) that illustrate

- a) the location of the well,
- b) the location of all parties included in the participant involvement process (e.g., residents, hamlets, subdivision, public facilities),
- c) the area of investigation used in the personal consultation and notification program, and
- d) the emergency planning zone (if applicable).

7.10.2.2 Personal Consultation and Notification Requirements

88) The licensee must submit a record of the personal consultation and notification program that was conducted, using a tabular format similar to the Sample Participant Involvement Summary Form (Appendix 4).

89) The summary must include

- a) name, telephone number, and mailing address of each party (e.g., landowner, occupant, resident) included in the personal consultation and notification program,
- b) legal land description for each party,
- c) a description of each party's interest in the land (e.g., Crown disposition holder, landowner, resident, facility operator),
- d) date and type of contact conducted with each party (e.g., telephone conversation, registered mail, personal meeting),

e) date the EUB brochure and EnerFAQs No. 8 were distributed where required,

f) date the project-specific information package was distributed,

g) date the required EnerFAQs package was provided, and

h) date confirmation of nonobjection was obtained where required.

7.10.2.3 Confirmation of Nonobjection

90) The EUB does not require that confirmation of nonobjection be in the form of a signature; however, documentation must be submitted when available.

Confirmation of nonobjection may consist of one of the following documents, depending on the nature of the proposed development:

a) Freehold lease agreement (Freehold also includes Federal Lands and Provincial Special Area Board(s) Land)

   i) The licensee must submit a copy of the agreement, which confirms the parties involved, the date of agreement, and the location of land involved.

b) Crown disposition (i.e., signed Mineral Surface Lease or Miscellaneous Lease; executed Area Operating Agreement or Temporary Field Authorization)

   i) In the case of an Area Operating Agreement (AOA), the licensee must submit copies of the following AOA documents:

      - the "title page" (including the details of the expiry date, company name and area of operation),
      - the "sign-off page" (including when the agreement was executed), and
      - geographical map and locations list.

   ii) For all other Crown dispositions, the licensee must submit a copy of the agreement, which confirms the parties involved, the execution of the agreement (signature), the date of the agreement, and the location of the land involved.

c) Signed document that identifies the details of the proposal (e.g., signatory page from the applicant's information package)

91) If confirmation of nonobjection is verbal, the licensee must document (log) the name of the party providing verbal nonobjection and the date on which verbal nonobjection was obtained.

7.10.2.4 Information Packages

92) The licensee must submit a copy of the project-specific information package that was distributed to the parties included in the participant involvement program.

It is not necessary to include a copy of the EUB's documents in the audit submission; however, details of its distribution must be included.

7.10.2.5 Open House Meetings

93) If an open house/public meeting was conducted as part of the participant involvement program, the licensee must submit

   a) copies of any media communications, community notices, announcements, and invitations,

   b) names, addresses, and telephone numbers (if available) for those

      i) invited and contacted, and

      ii) in attendance,

   c) the date, time, location, and agenda for the event, and

   d) a report of the proceedings.

7.10.2.6 Concerns and objections

94) If concerns/objections were received during the course of the participant involvement program, the licensee must submit

   a) a record and explanation of any concerns/objections received, and

   b) documentation confirming the resolution of any concerns/objections.

7.10.3 Step 3: Emergency Response Planning

95) The licensee must keep a copy of the corporate level ERP or, where required, the specific ERP on file for review upon request. It is not required for inclusion in the audit submission.

   a) The licensee must include in the audit submission a statement confirming that a corporate plan and/or specific plan will be available for review.

96) If the personal consultation and notification process was based on a preapproved ERP radius issued by EUB Air and Safety Compliance Group, the licensee must submit a copy of the approval with the audit submission.

7.10.4 Step 4: Licence Amendment Only

No documentation required.

7.10.5 Step 5: Well Purpose

97) For Category B wells, the licensee must submit a representative gas analysis for each prospective horizon in the proposed well.

7.10.6 Step 6: Re-entry/Resumption/Deepening of a Well

7.10.6.1 You are the licensee of the well

No documentation required.

7.10.6.2 The well is currently abandoned

No documentation required.

7.10.6.3 You have the rights to the existing wellbore

98) The licensee must provide

a) documentation that it has obtained the rights to the existing abandoned wellbore from the previous licensee prior to the submitting the well licence application, or

b) if the minerals have expired and the abandoned wellbore has reverted to the Crown, documentation that it has obtained the rights from the Crown prior to the submitting the well licence application.

7.10.6.4 The casing will be pressure tested to meet the minimum requirements

99) The licensee must provide

a) the method of pressure testing proposed to verify the integrity of the well casing, and

b) confirmation that a casing inspection log to verify the burst rating and/or condition of the casing will be run as required, or

c) documentation that EUB Operations reviewed the matter and found the request to be reasonable when the licensee requested that the need for the casing inspection log be reviewed.

7.10.7 Step 7: Well Detail

7.10.7.1 Table Information

The licensee must submit a survey plan.

7.10.7.2 Surface Casing Requirements

100) The licensee must submit

a) a *Guide 8* surface casing check sheet, pressure survey, and pressure gradient documentation, and

b) documentation showing the base of groundwater and a description of the method proposed to protect the groundwater.

101) If a surface casing waiver has been granted, the licensee must submit a copy of the approval issued by EUB Operations that shows the presubmission application was reviewed and found to be acceptable.

7.10.7.3 Directional Survey Requirements

No documentation required.

7.10.8 Step 8: Well Classification

102) If a drill cuttings waiver has been granted, the licensee must submit a copy of the approval issued by EUB Geology and Reserves that shows the presubmission application was reviewed and found to be acceptable.

7.10.9 Step 9: Minerals

7.10.9.1 Rights for all intended purposes

103) The licensee must submit

- a) the mineral rights lease number for Crown minerals,
- b) the documentation that authorization has been obtained for leased Crown minerals, and
- c) the documentation that authorization has been obtained for Freehold minerals.

7.10.9.2 Rights for the complete drill spacing unit

104) The licensee must submit

- a) the mineral rights lease number for Crown minerals, and
- b) documentation evidencing the rights for Freehold minerals.

7.10.10 Step 10: Surface Rights

Documentation captured in 7.10.2.2 and 7.10.2.3.

7.10.11 Step 11: Surface Impact

7.10.11.1 Water Body Setback Requirements

105) If the well centre is within 100 m of a water body, the licensee must submit documentation explaining the steps that were or will be taken to ensure that the water body is protected and that all EUB requirements are met.

7.10.11.2 Other Setback Requirements

106) If the proposed well is located within 100 m from a surface improvement, the licensee must submit documentation confirming that consent from the surface

improvement owner was received prior to the submission of the well licence application.

7.10.11.3 Environmental Requirements

107) If mitigation measures are necessary to protect the environment, the licensee must submit documentation outlining the steps that will be taken to ensure the protection of the environment and that all EUB requirements are met.

7.10.11.4 Historical Resources Act

108) Where applicable, the licensee must submit documentation showing that it received a clearance from Alberta Community Development prior to submitting a well licence application.

7.10.12 Step 12: Working Interest Participants

No documentation required.

7.11 Audit Documentation Requirements—Schedule 4.3

109) When selected for audit review, the licensee must submit the following documents within 14 calendar days of notice of audit or within the time frame as directed by Facilities Applications.

110) From the audit documentation, Facilities Applications must be able to determine that the applicant has fulfilled application requirements to ensure regulatory compliance prior to filing the application.

The following detailed list of audit documents corresponds to the steps found in Schedule 4.3.

7.11.1 Step 1: H_2S Release Rate and Step 2: Cumulative H_2S Release Rate

111) The licensee must submit a map showing the size and location of the search area used to obtain a minimum of 5 valid (not discounted) maximum H_2S concentrations and maximum AOF gas rates.

112) The licensee must submit an H_2S release rate documentation package (see Section 7.9.15) that includes

  a) a geological discussion for all prospective formations/zones,

  b) geological mapping for all prospective formations that it has identified or will identify on Schedule 4, Well Purpose, as its primary and secondary zones that may contain H_2S gas,

  c) an engineering discussion for each potentially productive zone that may contain H_2S gas, and

d) tabulated data that provide the results of H_2S concentration and AOF rate reviews.

113) If a presubmission H_2S release rate assessment was submitted, the licensee must submit a copy of the letter issued by EUB Geology and Reserves that shows the presubmission application was reviewed and found to be acceptable.

7.11.2 Step 2: Cumulative H_2S Release Rate

7.11.2.1 Intermediate Casing

114) The licensee must submit the depth to which the intermediate casing will be set.

115) If an intermediate casing waiver has been granted, the licensee must submit a copy of the approval issued by EUB Operations that shows that the prelicensing application was reviewed and found to be acceptable.

7.11.2.2 Maximum H_2S Concentration in Well

No documentation required (covered in Section 7.11.1).

7.11.2.3 Anticipated Suspended/Producing Level as per *ID 97-06*

No documentation required (covered in Section 7.11.1).

7.11.3 Step 3: Emergency Planning Zone

No documentation required.

7.11.4 Step 4: Operational Disclosure

No documentation required.

7.11.5 Step 5: Critical Well Only

7.11.5.1 Drilling Critical Wells

116) The applicant must submit a complete and detailed drilling plan based on the requirements in *ID 97-06* and IRP Volume 1.

117) The applicant must submit a copy of any applicable waiver approvals obtained from EUB Operations prior to filing an application, if applicable.

Table 7.6. Well application audit checklist

This list is intended to provide a summary of documents required for submission. Please refer to the referenced sections for full details. The EUB may request the submission of additional information not listed below that may assist in completing the review of an application.

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
7.10.2	Step 2: Participant Involvement Requirements							
7.10.2.1	Participant Involvement Map Requirements							
				Map				Map
7.10.2.2	Personal Consultation and Notification Requirements							
				Participant Involvement Summary				
								Explanation of why the personal consultation and notification requirements cannot be met
								Chronology of personal consultation and notification conducted
								List of participants for which personal consultation and notification have not occurred
								Summary of efforts made to fulfill the personal consultation and notification requirements
7.10.2.3	Confirmation of Nonobjection							
				Freehold lease agreement				
				Crown disposition				
				Signed information document				
				Documented verbal consent				
				Written agreement to proceed to Surface Rights Board				
								Explanation of why nonobjection cannot be confirmed
								Chronology of attempts to confirm nonobjection
								List of participants for which nonobjection has not been confirmed
7.10.2.4	Information Packages							
				Applicant's project-specific information package				
				List of all documents provided to participants				
				Documented refusal of information packages				
								Explanation of why the required information package(s) were not distributed
7.10.2.5	Open House/Information Sessions							
				Copies of media communications, community notices, announcements and invitations				
				Names, addresses, telephone numbers of attendees and invitees				
				Summary of the proceedings				
				Copies of documents (information) distributed				
7.10.2.6	Concerns and Objections							
				A record and explanation of any concerns/objections received				
				Documentation demonstrating resolution of the concerns/objections received				

(continued)

Table 7.6. Well application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
								Name, address, telephone number, and legal land description of participant(s) with outstanding concerns/objections
								Copy of the written concern/objection (or summary of issues if not available)
								Copy of the applicant's project-specific information package
								List of other documents distributed
								Chronology of events, including attempts made to resolve outstanding concerns/objections
								Explanation of how you would like the EUB to proceed with your application
7.10.3	Step 3: Emergency Response Planning							
				Statement of confirmation that a corporate or specific plan will be available for review				
				Copy of preapproved EPZ issued by EUB Operations				
7.10.5	Step 5: Well Purpose							
				For Category B wells, a representative gas analysis for each prospective horizon				
7.10.6	Step 6: Re-Entry/Resumption/Deepening of a well							
7.10.6.3	Question 3: You have the rights to the existing wellbore							
				Documentation to confirm that the rights to the existing wellbore have been acquired				
								Explanation for not having the rights to the existing wellbore
7.10.6.4	Question 4: The casing will be pressure tested to meet the minimum requirements							
				Method of pressure testing proposed to verify the integrity of the existing casing				
				Confirmation that a casing inspection log will be run				
								Results from pressure testing the casing to the minimum required casing burst pressure in accordance with the current *Guide 36: Drilling Rig Inspection Manual*
								Confirmation that there is sufficient casing set and cemented in the well for well control purposes if the intent is to set and cement additional casing in the well upon completion of drilling operations
								Confirm the information requirements of *Guide 56*, Section 7.9.4 (26c)
7.10.7	Step 7: Well Detail							
7.10.7.1	Table Information							
				Survey plan				Survey plan
7.10.7.2	Question 1: Surface casing requirements							
				Completed *Guide 8* surface casing check sheet (new wells only)				
				Description of how *Guide 8* surface casing exemption criteria has been met				
				Base of groundwater depth determined from search of ST-55 or Alberta Environment				

(continued)

Table 7.6. Well application audit checklist (continued)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
				Method of protecting groundwater				
								Area search of AOF data
								Geological, thermal, and operational discussion
								Copy of surface casing approval/waiver
7.10.7.3	Question 2: Directional Survey Requirements							
				No documentation required				
								Explanation of why a directional survey will not be run when well deviates from vertical
7.10.8	Step 8: Well Classification							
				No documentation required				
								Lahee classification
								Well location, TD formation and TD depth
								Control wells with samples
								Copy of drill cuttings approval/waiver
7.10.9	Step 9: Minerals							
7.10.9.1	Question 1: Rights for all intended purposes							
				Mineral rights lease number (Crown minerals)				
				Documentation that demonstrates Freehold minerals have been acquired				
								Explanation of why mineral rights have not been obtained
7.10.9.2	Question 2: Rights for the complete drill spacing unit							
				Mineral rights lease number(s) for leases covering the entire DSU (Crown minerals)				
				Documentation that demonstrates Freehold minerals have been acquired for the entire DSU				
								Explanation of why minerals rights have not been obtained for the entire DSU
7.10.11	Step 11: Surface Impact							
7.10.11.1	Question 1: Water body setback requirements							
				Documentation outlining the steps that will be taken to ensure the water body is protected and that all EUB requirements are met				
								Explanation of why setback requirements cannot be met
								Methods to protect the water body
								Survey plan
7.10.11.2	Question 1a: Other setback requirements							
				Documentation confirming that consent from the surface improvement owner was received prior to application				
								Documents giving consent to be within the prescribed setbacks
								Proximity/use/crossing consents
								Landowner confirmation of nonobjection with regards to setbacks
7.10.11.3	Question 2: Environmental requirements							
				Documentation outlining steps that will be taken to ensure the protection of the environment and that all EUB requirements are met				

(continued)

Table 7.6. Well application audit checklist (concluded)

Section No.	Y	N	N/A	Audit Documents	Y	N	N/A	Nonroutine submissions
								Explanation as to why environmental requirements cannot be met
								Explanation of the mitigative measures to be in place during drilling and production operations to protect the environment
7.10.11.4	Question 3 and 3a: Historical Resources Act (Freehold land only)							
				Alberta Community Development approval dated prior to application				
								Explanation as to why ACD has not provided clearance
7.11	Schedule 4.3							
7.11.1	Steps 1 and 2: H_2S Release Rate							
				Map showing size and location of the search area				
				A geological discussion for all prospective formations/zones				
				Geological mapping for primary and secondary targets that may contain H_2S gas				
				An engineering discussion for each potentially productive zone that may contain H_2S gas				
				Tabulated data that provides the results of H_2S concentration and AOF rate reviews				
				If a H_2S release rate assessment presubmission was made, a letter issued by EUB Geology and Reserves				
7.11.2	Step 2: Cumulative H_2S Release Rate							
7.11.2.1	Question 1: Intermediate Casing							
				Depth to which intermediate casing will be set				
				Copy of casing waiver (if applicable)				
7.11.5	Step 5: Critical Well							
7.11.5.1	Question 1: Drilling Critical Wells							
								All audit documents specified for Schedules 4 and 4.3
								Drilling plan based on the requirements outlined in ID 97-06 and IRP Volume 1
								Waiver/approval obtained from EUB Operations

EUB Alberta Energy and Utilities Board

Guide 56 – Schedule 4

Well Licence Application

DAY MONTH YEAR

EUB APPLICATION NUMBER

APPLICANT FILE NUMBER ____________________

1. IDENTIFICATION

Company Name ______________________ Applicant BA Code ________

Purpose of Application: ☐ New ☐ Re-entry/Resumption ☐ Deepening ☐ Licence Amendment ☐ Relicense

2. PARTICIPANT INVOLVEMENT REQUIREMENTS

1. Consultation and notification requirements have been met: Public .... YES ☐ **NO** ☐
2. There are outstanding objections/concerns related to this application .... **YES** ☐ NO ☐
3. Distance to nearest surface development ________ km

3. EMERGENCY RESPONSE PLANNING

1. The applicant will meet EUB requirements for emergency response planning .... YES ☐

4. LICENCE AMENDMENT ONLY

Check all that apply: ☐ Surface Location ☐ Surface Coordinates ☐ Bottomhole Location
☐ Ground Elevation ☐ Total Depth ☐ Terminating Formation
☐ Mineral Rights ☐ Surface Rights ☐ Schedule 4.3

Change of purpose: ☐ Regulation Section ☐ Well Type Original Licence Number W ________

5. WELL PURPOSE

Category Type _____

Regulation Section ☐ Section 2.020 ☐ Section 2.030 ☐ Section 2.040

WELL TYPE	SUBSTANCE NAME	FORMATION CODE	FORMATION NAME

1. The proposed well is part of an experimental, primary or commercial crude bitumen scheme .... YES ☐ NO ☐

If YES, Scheme Approval Number __________ Expiry Date (experimental schemes only) ________ (DAY/MONTH/YEAR)

6. RE-ENTRY/RESUMPTION/DEEPENING OF A WELL

Original Licence Number W __________

1. The applicant is the licensee of the well .... YES ☐ NO ☐
2. The well is currently abandoned .... YES ☐ NO ☐
3. The applicant has the rights to the existing wellbore .... YES ☐ **NO** ☐
4. Casing will be pressure tested to meet the minimum requirements .... YES ☐ **NO** ☐

If you check a BOLD response, you must attach supporting information.

(Schedule 4 continued on next page)

APPLICANT FILE NUMBER

Schedule 4, page 2

Company Name ______________________ ______________________

7. WELL DETAIL

If you are filing a multiwell pad application, attach a completed Schedule 4.2.

Bottomhole Location	Type of Drilling Operation	Surface Location	Surface Coordinates			
			N/S Distance	N/S Designation	E/W Distance	E/W Designation
LSD SEC TWP RGE _ _ _ _ W _ M		LSD SEC TWP RGE _ _ _ _ W _ M				

Well Name:				
Surface Casing Depth (m)	Projected Total Depth (m)	True Vertical Depth (m)	Ground Elevation (m)	Mineral Rights

Terminating Code	Terminating Formation Name	Surface Latitude (NAD 83)	Surface Longitude (NAD 83)

1. Surface casing meets the requirements of *Guide 8* .... YES ☐ **NO** ☐ N/A ☐
2. A directional survey will be run if the well deviates from vertical .... YES ☐ **NO** ☐

8. WELL CLASSIFICATION

Lahee Classification

Lahee Classification

If Lahee classification is "Deeper Pool Test," well will be exploratory below:

Code	Formation Name	Depth (m)

Confidential Status

Confidential Status

If status is "Confidential Below," well will be confidential below:

Code	Formation Name

1. Drill cutting samples are required to be taken .... YES ☐ NO ☐

1a. If YES, drill cutting samples will be collected and submitted as required .... YES ☐ **NO** ☐

1b. If required to be collected and submitted, drill cutting samples will be provided as follows:

Code	From Formation Name/Casing	Depth (m)

Code	To Formation Name/Casing	Depth (m)

9. MINERAL RIGHTS

1. The applicant has the rights for all intended purposes of the proposed well .... YES ☐ **NO** ☐
2. The applicant has the rights to a complete drilling spacing unit .... YES ☐ **NO** ☐

10. SURFACE RIGHTS

1. The surface owner is ☐ Alberta Crown ☐ Freehold

11. SURFACE IMPACT

1. The EUB water body setback requirements have been met .... YES ☐ **NO** ☐

1a. All other EUB setback requirements have been met .... YES ☐ **NO** ☐

2. The proposed well site and/or access road will meet the EUB environmental requirements .... YES ☐ **NO** ☐

3. The proposed well site requires *Historical Resources Act* clearance (Freehold land only) .... YES ☐ NO ☐

3a. If YES, Alberta Community Development has granted clearance for the well site (Freehold land only) .... YES ☐ **NO** ☐

12. WORKING INTEREST PARTICIPANTS

1. The licensee is the only working participant. If NO, attach a completed Schedule 4.1 .... YES ☐ NO ☐

7.12 How to Complete Well Licence Application Schedules

7.12.1 How to Complete Schedule 4: Well Licence Application

Date	Enter the date on which you will submit this schedule to the EUB in the upper left corner (e.g., 15 Jan 2003).
Applicant File Number	Enter your own file number in the designated area (optional).

Step 1: Identification

Company Name	Enter the full corporate name of the applicant.
Applicant BA Code	Enter the 4-digit business associate (BA) code issued to your company by the EUB.
Purpose of Application	Select the appropriate box to indicate whether this application is for a new single well, a re-entry/resumption, a deepening, or an amendment of an existing well licence. If your application is for a multiwell pad location or a scheme of observation wells, you must complete and submit a Schedule 4.2 with your application. If your application is for a Category C, D, or E well or multiwell pad, you must complete and submit a Schedule 4.3 with your well licence application. To change an oil sands evaluation well (within 30 days of drilling) to a conventional producing well, select the Licence Amendment option; see Well Purpose - Regulation Section below.
New	Select this box if you are applying for a new well.
Re-entry/Resumption	Select this box if you are not the current licensee of record and are applying to re-enter a well or you are the licensee of the well and plan to resume drilling after original rig release. See Step 6: Re-Entry/Resumption/Deepening of a Well.
Deepening	Select this box if you are applying to deepen a well while the rig is on hole, resulting in an increase in the well category (e.g., from B to C, or C to D; see Table 7.1). For other deepenings, also see Step 6: Re-Entry/Resumption/Deepening of a Well.
Licence Amendment	Select this box if you are amending a previously issued well licence prior to spud or rig release. See Step 4: Licence Amendment Only.
Relicense	Select this box if you are applying to amend a previously issued well licence to change the category type while the rig is on hole without deepening the well or where lease construction has occurred.

Step 2: Participant Involvement Requirements

*If you check a **BOLD** response, you must attach supporting information.*

1. Consultation and notification requirements have been met: Public	YES means all applicable requirements as outlined in Table 7.1 and the participant involvement requirements of Section 2 and Section 7.8 and in *IL 82-11* have been met prior to application submission.

NO means that due to exceptional circumstances, all applicable requirements as cited above have not been met. This includes being unable to contact a party or receive confirmation of nonobjection, as required.

If **NO**, you must attach a detailed explanation of why all personal consultation and notification requirements were not completed, a chronology of the participant involvement program that occurred, and a discussion of the mitigative measures taken. The EUB will review the circumstances and decide if an exemption is warranted.

2. There are outstanding concerns/objections related to this application.

YES means there are outstanding concerns and/or objections.

If **YES**, you must attach

- the name, address, telephone number, and legal land description of the party with outstanding concerns/objections;
- a copy of written concerns/objections received, if available;
- a chronology of the participant involvement program conducted with the party;
- a discussion of steps taken to mitigate the outstanding concerns/objections;
- a copy of the project-specific information package provided;
- a list of other documents distributed; and
- an explanation of how you would like the EUB to proceed with your application.

The EUB will review the circumstances and decide if an exemption is warranted.

NO means there are no outstanding concerns/objections.

3. Distance to nearest surface development

Enter the distance to the nearest surface development in kilometres (km) to 2 decimal places.

Step 3: Emergency Response Planning

1. The applicant will meet EUB requirements for emergency response planning.

YES means the corporate or specific emergency response plan will meet the requirements of *Guide 71*.

Step 4: Licence Amendment Only

Complete Step 6 only if you are resuming drilling operations after rig release, re-entering an abandoned well, or deepening a well while on hole, which results in a change in category type (e.g., B140 to C280).

The following provides further clarification.

Before construction or spud date:

- If the category type is changing before the well is spudded, request that the EUB cancel the original licence and reapply for a new well licence. Note that applicant's consultation/notification must be completed for a new category type.
- Any other revisions to the licence may be done by completing a licence amendment application and completing Step 4.

While on hole:

You are required to submit either a licence amendment or resumption application if you are drilling more than 150 m deeper than originally licensed or if the deepening will change the terminating formation.

- When you are applying for a deepening of the well and there are no changes to the category type, file a licence amendment application and complete Step 4.
- If the category type does change, you must file a resumption application and complete Step 6.
- You are required to submit a relicense application if you are changing the category type of the existing well licence without deepening the well more than 150 m and without changing the terminating formation. You must complete Step 6.

If after rig release:

- File an application for a re-entry/resumption/deepening and complete Step 6.

Check all that apply	Check all the boxes that apply to your well licence amendment application.
Surface Location	Check this box to indicate a change in surface location of the well within the same drilling spacing unit. Enter the new surface location, surface location coordinates, surface latitude, and surface longitude in Step 7: Well Detail. You must submit a revised survey plan with your amendment application.
Surface Coordinates	Check this box to indicate a change in the surface coordinates of the well. Enter the new surface coordinates, latitude, and longitude in Step 7: Well Detail. You must submit a revised survey plan with your amendment application.
Bottomhole Location	Check this box to indicate a change in bottomhole location of the well. Enter the new bottomhole location in Step 7: Well Detail. You must submit a revised survey plan with your amendment application.
Ground Elevation	Check this box to indicate a change in ground elevation. Enter the new ground elevation for the well in Step 7: Well Detail. You must submit a revised survey plan with your amendment application.

Total Depth	Check this box to indicate an increase in total depth for the well. Enter the new projected total depth in Step 7: Well Detail. If the well is not a vertical well, also enter the projected true vertical depth.
Terminating Formation	Check this box to indicate a change in terminating formation for the well. Enter the new terminating formation in Step 7: Well Detail. You must also identify that you have the mineral rights to the new terminating formation in Step 9: Mineral Rights.
Mineral Rights	Check this box to indicate a change to the mineral ownership record for the well. Enter the identity of the mineral rights owner (head lessor) in Step 7: Well Detail.
Surface Rights	Check this box to indicate a change to the Crown or Freehold surface ownership and enter the surface right owner for the well in Step 10: Surface Rights.
Schedule 4.3	Check the box to indicate a change to data initially recorded on Schedule 4.3.
Change of Purpose	Check the appropriate box to indicate a change of purpose for the well. Enter the new well purpose in Step 5: Well Purpose. You must change an Oil Sands Evaluation well within 30 days from the drilling of the well licence. This also requires a regulation change in Step 5: Well Purpose.
Regulation Section	Check this box to indicate a change in Regulation Section for the well. Enter the new Regulation Section in Step 5: Well Purpose.
Well Type	Check this box to indicate a change in the well type. Enter the new well type in Step 5: Well Purpose.
Original Licence Number	Enter the previously issued well licence number; include all zeros in the 7-digit well licence number. You must record the original licence number when filing a relicense application.

Step 5: Well Purpose

Category Type	Enter the category type of the well from Table 7.1. If you have selected a Category C, D, or E well, you must complete and attach a Schedule 4.3 to your application. For Category E wells, you must submit a nonroutine well licence application and all applicable audit documentation.
Regulation Section	Using Table 7.7, check the appropriate box to indicate the section of the OGCR that this application is being submitted under.
Section 2.020	Select this box if you are submitting the well licence application under Section 2.020 of the OGCR for a conventional well (see Table 7.7).

Section 2.030	Select this box if you are submitting the well licence application under Section 2.030 of the OGCR for an oil sands evaluation well, test hole, or an experimental well (see Table 7.7).
Section 2.040	Select this box if you are submitting the well licence application under Section 2.040 of the OGCR for a well that will be drilled greater than 150 m to supply water for any purpose (see Table 7.7).
Well Type	Enter the name for the well type from Table 7.7.
Substance Name	Enter the substance name from Table 7.7. Enter "none" in cases where there is no substances involved.
Formation Code	Enter the formation code from Table 7.8.
Formation Name	Enter the corresponding formation name from Table 7.8.
1. The proposed well is part of an experimental, primary, or commercial crude bitumen scheme.	YES means the proposed well is part of an approved experimental, primary, or commercial crude bitumen scheme. NO means the proposed well is not part of an approved experimental, primary or commercial crude bitumen scheme.
If YES, Scheme Approval Number	If the proposed well is part of an approved scheme, enter the Scheme Approval Number.
Expiry Date (experimental schemes only)	If the proposed well is part of an approved scheme, enter the expiry date (e.g., 15 Jan 2003).

Step 6: Re-Entry/Resumption/Deepening of a Well

Complete Step 6 only if you are resuming drilling operations after rig release, re-entering an abandoned well, or deepening a well while on hole, which results in a change in category type (e.g., B140 to C280).

The following provides further clarification.

Before construction or spud date:

- If the category type is changing before the well is spudded, request that the EUB cancel the original licence and reapply for a new well licence. Note that applicant's consultation/notification must be complete for the new category type.
- Any other revisions to the licence may be done by completing a licence amendment application and completing Step 4.

While on hole:

You are required to submit either a licence amendment or resumption application if you are drilling more than 150 m deeper than originally licensed or if the deepening will change the terminating formation.

- When you are applying for a deepening of the well and there are no changes to the category type, file a licence amendment application and complete Step 4.
- If the category type does change, you must file a resumption application and complete Step 6.
- You are required to submit a relicense application if you are changing the category type of the existing well licence without deepening the well more than 150 m and without changing the terminating formation. You must complete Step 6.

If after rig release:

- File an application for a re-entry/resumption/deepening and complete Step 6.

Original Licence Number	Enter the previously issued 7-digit well licence number.
1. The applicant is the licensee of the well.	YES means you are the current licensee of the well. NO means you are not the current licensee of the well.
2. The well is currently abandoned.	YES means the well is currently abandoned according to EUB records. NO means the well is not abandoned according to EUB records.
3. The applicant has the rights to the existing wellbore.	YES means you have the rights to the existing wellbore. **NO** means that you do not have the rights to the existing wellbore. If **NO**, you must attach a detailed explanation as to why you do not have the wellbore rights. The EUB will review the circumstances and decide if an exemption is warranted.
4. Casing will be pressure tested to meet the minimum requirements. (Section 7.9.4)	YES means that prior to commencing drilling operations, the existing casing will be tested in accordance with the current *Guide 36: Drilling Rig Inspection Manual* requirements and a casing inspection log will be run to verify the burst rating and/or condition of the existing (in-hole) casing. **NO** means the existing casing will be pressure tested to meet the minimum requirement and a casing inspection log will not be run to verify the burst rating and/or condition of the existing casing. If **NO**, you must attach a detailed explanation to verify the casing still meets the appropriate design factor for burst, which includes a) pressure testing the casing to the minimum required casing burst pressure in accordance with the current *Guide 36;* b) ensuring that there is sufficient casing set and cemented in the well for well control purposes if the intent is to set and cement additional casing in the well upon completion of drilling operations; and c) confirming the information requirements of *Guide 56*, Section 7.9.4 (26c). The EUB will review the circumstances and decide if an exemption is warranted.

Step 7: Well Detail

If you are filing a multiwell pad application, attach a completed Schedule 4.2.

*If you check a **BOLD** response, you must attach supporting information.*

Bottomhole Location	Enter the bottomhole location of the wellbore using the Dominion Land Survey System.
Type of Drilling Operation	Enter the type of drilling operation being conducted (i.e., vertical, directional, horizontal, slant, or natural drift).
Surface Location	Enter the surface location of the wellbore as surveyed using the Dominion Land Survey System.

Surface Coordinates	
N/S Distance	Enter the North/South coordinates for the surface location measured from the well to the outside boundaries of the section containing the well, rounded to the nearest 0.1 m.
N/S Designation	Enter "N" or "S", as appropriate, to designate the direction of measurement from the well to the section boundary.
E/W Distance	Enter the East/West coordinates for the surface location measured from the well to the outside boundaries of the section containing the well, rounded to the nearest 0.1 m.
E/W Designation	Enter "E" or "W", as appropriate, to designate the direction of measurement from the well to section boundary.
Well Name	Enter the proposed well name, in accordance with the OGCR Section 13.020 and *IL 92-13*. Well names can be up to a maximum of 36 characters, including EUB acceptable company and field name abbreviations, spaces, and location. Do not include meridians in the well name.
Surface Casing Depth	Enter the total depth of the surface casing depth to the nearest metre.
Projected Total Depth	Enter the projected total depth to the nearest metre.
True Vertical Depth	Enter the true vertical depth to the nearest metre if the well is expected to deviate from vertical.
Ground Elevation	Enter the surveyed ground elevation rounded to the nearest 0.1 m.
Mineral Rights	Enter "Alberta Crown," "Freehold," or "Both," as appropriate.
Terminating Code	Enter the code of the deepest formation in which the well will terminate and where you are entitled to the right to produce (see Table 7.8). Do not record the 15 m overhole formation as the terminating formation unless you hold the mineral rights for this formation.
Terminating Formation Name (Section 7.9.5)	Enter the name of the deepest formation in which the well will terminate and where you are entitled to the right to produce (see Table 7.8).
Surface Latitude	Enter the latitude in decimals of degrees to 6 decimal places based on the North American Datum 1983 (NAD 83) for the surface location of the well.
Surface Longitude	Enter the longitude in decimals of degrees to 6 decimal places based on NAD 83 for the surface location of the well.
1. Surface casing meets the requirements of *Guide 8*. (Section 7.9.9)	YES means the proposed surface casing meets the requirements of *Guide 8*. **NO** means the proposed surface casing will not meet the requirements of *Guide 8*.

If **NO**, you must attach a detailed explanation, including an area search for AOF data and a geological, thermal, and operational discussion. The EUB will review the circumstances and decide if an exemption is warranted.

N/A means there is no *Guide 8* requirement (e.g., the well licence application is to re-enter an existing wellbore).

2. A directional survey will be run if the well deviates from vertical.	YES means a directional survey will be run if the well deviates from vertical. **NO** means a directional survey will not be run if the well deviates from vertical. If **NO**, you must attach a detailed explanation. The EUB will review the circumstances and decide if an exemption is warranted.

Step 8: Well Classification

Lahee Classification (Section 7.9.6)	Enter the appropriate Lahee classification for the proposed well, using Table 7.9.
If Lahee classification is "Deeper Pool Test," well will be exploratory below:	
Code	Enter the code of the formation below which the proposed well will be exploratory, using Table 7.8.
Formation Name	Enter the name of the formation below which the proposed well will be exploratory, using Table 7.8.
Depth	Enter the projected depth of the base of the formation below which the proposed well will be exploratory to the nearest metre.
Confidential Status (Section 7.9.7)	Enter the confidential status of the proposed well, using Table 7.10.
If status is "Confidential Below," well will be confidential below:	
Code	Enter the code of the formation below which the proposed well will be confidential, using Table 7.8.
Formation Name	Enter the name of the formation below which the proposed well will be confidential, using Table 7.8.
1. Drill cutting samples are required to be taken. (Section 7.9.8)	YES, means drill cutting samples are required to be taken, as outlined in Section 7.9.8 and OGCR, Section 11.010. NO means drill cutting samples are not required to be taken.
1a. If YES, drill cutting samples will be collected and submitted as required.	YES means drill cutting samples will be collected and submitted as required. **NO** means drill cutting samples will not be collected and submitted as required.

If **NO**, you must attach a detailed explanation that includes

- Lahee classification,
- well location,
- terminating formation,
- total depth of well,
- a list of control wells with sample coverage over the producing interval, and
- the reason for a drill cuttings sample waiver.

The EUB will review the circumstances and decide if an exemption is warranted.

1b. If required to be collected and submitted, drill cutting samples will be provided as follows:	If drill cutting sample collection and submission are ended and then resumed deeper in the well, repeat the following procedure for the next, deeper interval in the second row provided.
Code	Enter the code of the formation from Table 7.8 or the casing type 30 m above which submission of drill cutting samples begins.
From Formation Name/Casing	Enter the name of the formation from Table 7.8 or the casing depth 30 m above which submission of drill cutting samples begins.
Depth	Enter the proposed depth to the nearest metre at which drill cutting sample collection submission begins.
Code	Enter the code from Table 7.8 of the formation 30 m below which sample collection and submission ends, or enter Total Depth, if that is where sample collection ends.
To Formation Name/Casing	Enter the name of the formation from Table 7.8 or the casing depth 30 m below which sample collection and submission ends, or enter Total Depth, if that is where sample collection ends.
Depth	Enter the proposed depth to the nearest metre where drill cutting sample collection and submission end.

Step 9: Mineral Rights

*If you check a **BOLD** response, you must attach supporting information.*

1. The applicant has the rights for all intended purposes of the proposed well. (Section 7.9.11)	YES means you have acquired the right to produce from the intended formation(s) as stated in the well purpose for the complete drilling spacing unit, as required for freehold lands and the Alberta Department of Energy (DOE) Mines and Mineral Act, Sections 53 and 54, and DOE *Informational Letter (IL) 92-09* and *IL 94-21* for Crown minerals. **NO** means that due to exceptional circumstances, all applicable requirements as cited above have not been met. If **NO**, you must attach a detailed explanation of the reason why you do not have the mineral rights. The EUB will review the circumstances and decide if an exemption is warranted.
2. The applicant has the rights to a complete drilling spacing unit. (Section 7.9.11)	YES means that you have secured the rights to a complete drilling spacing unit. **NO** means that you have not secured the rights to a complete drilling spacing unit.

If **NO**, you must attach a detailed explanation of the reason you do not have the entire drilling spacing unit. The EUB will review the circumstances and decide if an exemption is warranted.

If you do not have all mineral rights for the entire drilling spacing unit and you are awaiting other EUB approvals (e.g., reduced spacing application), your application may be premature. In these instances you should not submit your well licence application unless you can meet current spacing requirements.

Step 10: Surface Rights

1. The surface owner is

Check the appropriate box to indicate whether the surface owner is Crown or Freehold.

Step 11: Surface Impact

*If you check a **BOLD** response, you must attach supporting information.*

1. The EUB water body setback requirements have been met. (Section 7.9.12.1)

YES means that the well will meet the applicable water body setback requirements stated in Section 7.9.12.1 or that there is no water body located less than 100 m from a well centre.

NO means that due to exceptional circumstances, all applicable requirements as cited above have not been met.

If **NO**, you must attach an explanation as to why you cannot meet the water body setback requirements and include the methods to protect the water body. The EUB will review the circumstances and decide if an exemption is warranted.

1a. All other EUB setback requirements have been met. (Sections 7.9.12.2 to 7.9.12.5)

YES means the proposed well will meet all applicable surface improvement setback requirements outlined in Sections 7.9.12.2 to 7.9.12.5.

NO means

- that due to exceptional circumstances, all applicable requirements as cited above have not been met; or
- the surface improvement is not a pipeline/utility right-of-way, gas co-op right-or-way, or a private access; or
- you are not able to acquire the consent of the surface improvement owner.

If **NO**, you must attach a detailed explanation and where required include consent of the surface improvement owner and/or the approval from the Freehold lessee/owner. The EUB will review the circumstances and decide if an exemption is warranted.

2. The proposed well site and/or access road will meet EUB environmental requirements. (Section 7.9.13)

YES means the proposed well site or access road will meet all applicable environmental requirements stated in Section 7.9.13.

NO means that due to exceptional circumstances, all applicable requirements as cited above have not been met.

If **NO**, you must attach a detailed explanation as to why you cannot meet the requirements described in Section 7.9.13 and what mitigative measures will be in place. The EUB will review the circumstances and decide if an exemption is warranted.

3. The proposed well site requires Historical Resources Act clearance. (Freehold land only). (Section 7.9.14)	YES means that the proposed well site requires clearance by Alberta Community Development, in accordance with the Historical Resources Act. NO means that the proposed well site does not require clearance by Alberta Community Development.
3a. If YES, Alberta Community Development has granted clearance for the well site (Freehold land only).	YES means Alberta Community Development has granted clearance for the proposed well site. **NO** means Alberta Community Development has not granted clearance for the proposed well site. If **NO**, you must attach a detailed explanation as to why Alberta Community Development has not provided clearance. The EUB will review the circumstances and decide if an exemption is warranted.

Step 12: Working Interest Participants

1. The licensee is the only working participant.	YES means that at the time of application you are the 100 per cent working interest participant in the proposed well. NO means that at the time of application you are not the only working interest participant in the proposed well. You must fill out Schedule 4.1, identifying all of the working interest participants and their percentage interest in the proposed well, totalling 100 per cent, and attach the completed Schedule 4.1.

Table 7.7. Regulation, well type, and substance

Oil and Gas Conservation Regulation, Section 2.020			
Well type	**Code**	**Substance Name**	**Code**
Evaluation	02	Miscellaneous	98
		None	
Injection	04	Gas	02
		Water	06
		Brine	07
		Waste	08
		LPG	16
		Coalbed methane	22
		Sand	65
Observation	05	Crude oil	01
		Gas	02
		None	
Production	07	Crude oil	01
		Gas	02
		Brine	07
		Crude bitumen	17
		Coalbed methane	22
Production (Scheme)	08	Crude bitumen	17
Storage	09	Gas	02
		LPG	16
Training	11	None	
OGCR, Section 2.030			
Well type	**Code**	**Substance Name**	**Code**
Experimental	03	None	
Oil Sand Evaluation	06	Crude bitumen	17
Test	10	None	
OGCR, Section 2.040			
Well type	**Code**	**Substance Name**	**Code**
Domestic	01	Water	06
Observation	05	Water	06
Production	07	Water	06

Table 7.8. Formation codes and names

	Name	Code	Code	Code	Name	Code	Name
1440	ALBERTA GRP	6680	CROSSFIELD MBR	1270	JUDITH RIVER FM	3400	POPLAR SD
6720	ALEXO FM	3020	CUMMINGS MBR	1840	JUMPING POUND MBR SS	0620	PORCUPINE HILLS FM
6940	ARCS MBR	3440	CUTBANK SS	4500	JURASSIC DETRITAL	1880	POUCE COUPE MBR
1660	BADHEART FM	7010	CYNTHIA MBR	4000	JURASSIC SYSTEM	7860	PRAIRIE EVAPORITE FM
6460	BAKKEN FM	5180	DAIBER GRP	4010	JURASSIC-TRIASSIC	9800	PRECAMBRIAN SYSTEM
5060	BALDONNEL FM	3420	DALHOUSIE CGL	1820	KASKAPAU FM	2200	PROVOST MBR
6440	BANFF FM	6120	DEBOLT FM	7880	KEG RIVER FM	1520	PASKWASKAU FM
3170	BANTRY SHALE	3500	DETRITAL=CRET=	7890	KEG RIVER SS	2880	REX MBR
2040	BARONS SD	6500	DEVONIAN SYSTEM	6060	KISKATINAW FM	4240	RIERDON FM
1340	BASAL BELLY RIVER SD	3220	DINA MBR	1180	KNEEHILLS TUFF ZONE	4320	ROCK CREEK GRP
3180	BASAL BLAIRMORE	1900	DOE CREEK MBR	4020	KOOTENAY GRP	6100	RUNDLE GRP
2420	BASAL COLORADO SD	5200	DOIG FM	1400	LEA PARK FM	4280	SAWTOOTH FM
3190	BASAL CRETACEOUS	1920	DUNVEGAN FM	7200	LEDUC FM	1050	SCOLLARD FM
3270	BASAL GETHING	7280	DUVERNAY FM	6280	LIVINGSTONE FM	1860	SECOND WHITE SPECKS
3200	BASAL MANNVILLE	1060	EDMONTON GRP	2940	LLOYDMINSTER MBR	1960	SHAFTESBURY FM
3340	BASAL QUARTZ SD	9220	ELDON FM	8040	LOTSBERG FM	4340	SHAUNAVON FM
8060	BASAL RED BEDS	7700	ELK POINT GRP	2110	LOWER COLORADO SAND	6400	SHUNDA FM
9480	BASAL SANDSTONE UNIT	6380	ELKTON MBR	7170	LOWER IRETON	7580	SLAVE POINT FM
2060	BASE FISH SCALES ZONE	6390	ELKTON-SHUNDA	3100	LOWER MANNVILLE FM	1460	SMOKEY RIVER GRP
0010	BASE OF DRIFT	3360	ELLERSLIE MBR	3350	LOWER MANNVILLE SD	2760	SPARKY MBR
0100	BASE OF SURFACE CASING	4180	ELLIS GRP	2960	LUSCAR FM	2640	SPIRIT RIVER FM
2470	BEAVER MINES FM	8020	ERNESTINA LK FM	9030	LYNX GROUP	5120	SPRAY RIVER GRP
7440	BEAVERHILL LAKE GRP	6480	EXSHAW FM	7400	MAJEAU LAKE FM	2540	ST. EDOUARD MBR
5560	BELLOY FM	6880	FAIRHOLME GRP	7800	MANNING SD	1100	ST. MARY RIVER FM
1260	BELLY RIVER GRP	2720	FALHER A	2480	MANNVILLE GRP	6660	STETTLER FM
6600	BIG VALLEY FM	2715	FALHER MBR	2680	MCLAREN MBR	6040	STODDART FM
1800	BLACKSTONE FM	4140	FERNIE GRP	3280	MCMURRAY FM	7810	SULPHUR POINT FM
2440	BLAIRMORE GRP	7540	FIREBAG MBR	1640	MEDICINE HAT SD	3320	SUNBURST SD
6800	BLUERIDGE MBR	1620	FIRST WHITE SPECKS	1580	MILK RIVER FM	3330	SUNBURST SWIFT
3040	BLUESKY FM	2020	FISH SCALE SD	6000	MISSISSIPPIAN SYSTEM	0002	SURFACE (TOP HOLE)
3052	BLUESKY-BULLHEAD	2000	FISH SCALE ZONE	7480	MOBERLY MBR	7560	SWAN HILLS MBR
3050	BLUESKY-GETHING	1320	FOREMOST FM	5240	MONTNEY FM	4200	SWIFT FM
5100	BOUNDARY MBR	2630	FORT AUGUSTUS FM	4120	MOOSE MOUNTAIN MBR	3460	TABER SD
2120	BOW ISLAND FM	7120	FORT SIMPSON FM	4110	MORRISSEY FM	6050	TAYLOR FLAT FM
2130	BOW ISLAND SD	1940	FORT ST JOHN GRP	6640	MORRO MBR	0500	TERTIARY SYSTEM
1280	BRAZEAU FM	7620	FORT VERMILLION MBR	3300	MOULTON SD	5220	TOAD FM
1370	BROSSEAU MBR	1040	FRENCHMAN FM	6140	MOUNT HEAD FM	5230	TOAD-GRAYLING
3240	BULLHEAD GRP	2860	GENERAL PETROLEUM MBR	9460	MOUNT WHYTE FM	9998	TOTAL DEPTH
3480	CADOMIN FM	3260	GETHING FM	2260	MOUNTAIN PARK FM	5000	TRIASSIC SYSTEM
2320	CADOTTE MBR	7780	GILWOOD MBR	7820	MUSKEG FM	6300	TURNER VALLEY FM
							(continued)

Table 7.8. Formation codes and names (concluded)

	Name	Code	Code	Code	Name	Code	Name
6860	CALMAR FM	3000	GLAUCONITIC SS	4080	NIKANASSIN FM	2500	UPPER MANNVILLE FM
9000	CAMBRIAN SYSTEM	6080	GOLATA FM	6960	NISKU FM	2840	VERMILLION SD
7080	CAMBROSE TONGUE=DOL=	6780	GRAMINIA FM	4440	NORDEGG MBR	1360	VICTORIA MBR
1740	CARDIUM CGL	6790	GRAMINIA-BLUERIDGE	2660	NOTIKEWIN MBR	2140	VIKING FM
1700	CARDIUM FM	2620	GRAND RAPIDS FM	1300	OLDMAN FM	2180	VIKING SANDSTONE
1760	CARDIUM SD	9760	GRANITE WASH	3160	OSTRACOD SS	6580	WABAMUN GRP
9400	CATHEDRAL FM	4350	GRAVELBOURG	3120	OSTRACOD ZONE	6590	WABAMUN-GRAMINIA
5080	CHARLIE LAKE FM	5280	GRAYLING FM	2300	PADDY MBR	3060	WABISKAW MBR
7940	CHINCHAGA FM	2080	GRIT BEDS	1420	PAKOWKI	2780	WAINWRIGHT SD
1540	CHINOOK MBR	7160	GROSMONT FM	5400	PALEOZOIC ERA	1480	WAPIABI FM
7500	CHRISTINA MBR	7060	GROTTO MBR	6540	PALLISER FM	1120	WAPITI GRP
2800	CLEARWATER FM	5160	HALFWAY FM	0640	PASKAPOO FM	2700	WASECA MBR
2810	CLEARWATER SD	2220	HAMILTON LAKE MBR	2280	PEACE RIVER FM	7450	WATERWAYS FM
1070	COALSPUR FM	7220	HAY RIVER FM	7180	PEECHEE MBR	7720	WATT MTN FM
8000	COLD LAKE FM	1200	HORSESHOE CANYON FM	6420	PEKISKO FM	2900	WILRICH MBR
2560	COLONY MBR	7100	IRETON FM	2340	PELICAN FM	7920	WINNIPEGOSIS FM
1600	COLORADO GRP	2920	ISLAY MBR	5500	PERMIAN SYSTEM	6700	WINTERBURN GRP
7960	CONTACT RAPIDS FM	7020	JEAN MARIE FM	5600	PERMO-PENN SYSTEM	7040	WOODBEND GRP
7320	COOKING LAKE FM	6920	JEFFERSON FM	7830	PINE POINT FM	7850	ZAMA MBR
1000	CRETACEOUS SYSTEM	2360	JOLI FOU FM	4400	POKER CHIP SH		

Table 7.9. Lahee classification

Code	Type	Code	Type	Code	Type
00	Development	01	Development Service Well	02	Outpost
03	Re-entry	04	Deeper Pool Test	05	New Pool Wildcat
06	New Field Wildcat	09	Other	10	Experimental
11	Evaluation (Oil Sands)	12	Test Hole		

Table 7.10. Lahee confidential status

Code	Status
C	Confidential
NC	Nonconfidential
CB	Confidential Below

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Guide 56 – Schedule 4.1

## Working Interest Participants – Wells

DAY MONTH YEAR

EUB APPLICATION NUMBER

APPLICANT FILE NUMBER

1. IDENTIFICATION

Company Name ____________________

Applicant BA Code__________

2. WORKING INTEREST PARTICIPANTS

Company Name	Percentage

FAC-06-2003-10E

Alberta Energy and Utilities Board Facilities Applications 640 – 5 Avenue SW, Calgary Alberta T2P 3G4

7.12.2 How to Complete Schedule 4.1: Working Interest Participants – Wells

You must provide working interest participant information when you are not the 100 per cent interest participant in the proposed well. The applicant must be a working interest participant in the well in order to apply for a well licence.

Date	Enter the date on which you will submit this schedule to the EUB in the upper left corner (e.g., 15 Jan 2003).
Applicant File Number	Enter your own file number in the designated area (optional).

Step 1: Identification

Company Name	Enter the full corporate name of the applicant.
Applicant BA Code	Enter the 4-digit business associate (BA) code issued to your company by the EUB.

Step 2: Working Interest Participants

Company Name	Enter the full corporate name of all working interest participants, including your company name, in the table provided.
Percentage	Enter each participant's percentage of participation in the well. Working interest participation must total 100 per cent.

EUB Alberta Energy and Utilities Board

Guide 56 – Schedule 4.2
Multiwell Pad Location

DAY MONTH YEAR

EUB APPLICATION NUMBER

APPLICANT FILE NUMBER

Well Name	Bottomhole Location	Drilling Operation	Surface Location (if different)	Surface Coordinates	N/S E/W	Surface Casing Depth (m)	Projected Total Depth (m)	True Vertical Depth (m)	Ground Elevation (m)	Mineral Rights	Surface Latitude (NAD 83) Surface Longitude (NAD 83)
	_ _ _ _ W _ M		_ _ _ _ W _ M								
	_ _ _ _ W _ M		_ _ _ _ W _ M								
	_ _ _ _ W _ M		_ _ _ _ W _ M								
	_ _ _ _ W _ M		_ _ _ _ W _ M								
	_ _ _ _ W _ M		_ _ _ _ W _ M								
	_ _ _ _ W _ M		_ _ _ _ W _ M								
	_ _ _ _ W _ M		_ _ _ _ W _ M								
	_ _ _ _ W _ M		_ _ _ _ W _ M								
	_ _ _ _ W _ M		_ _ _ _ W _ M								
	_ _ _ _ W _ M		_ _ _ _ W _ M								

7.12.3 How to Complete Schedule 4.2: Multiwell Pad Location

You must complete and submit Schedule 4.2 to provide specific data elements for the second and subsequent wells to be drilled from a multiwell pad location, provided the following applies to all wells that are to be drilled:

- The surface location of all wells will be the same legal subdivision or adjoining legal subdivision.
- All wells are the same well type (e.g., injection, production).
- The wells are to be licensed under the same section of the OGCR.

You must complete and submit Schedule 4.2 to provide specific data elements for oil and oil sands evaluation wells to be licensed under Section 2.030 of the OGCR, provided that

- they are part of the same project, and
- the producing and terminating formations are the same for all wells applied for.

Date	Enter the date on which you will submit this schedule to the EUB in the upper left corner (e.g.,15 Jan 2003).
Applicant File Number	Enter your own file number in the designated area (optional).
Well Name	Enter the proposed well name, in accordance with the OGCR, Section 13.020, and *IL 92-13*. Well names can be up to a maximum of 36 characters, including EUB acceptable company and field name abbreviations, spaces, and location. Do not include meridians in the well name.
Bottomhole Location	Enter the bottomhole location of the wellbore if different from surface location using the Dominion Land Survey System.
Drilling Operation	Enter the type of drilling operation being conducted (i.e., vertical, directional, horizontal, slant, or natural drift).
Surface Location	Enter the surface location of each well on the pad, if different from the location supplied in Schedule 4: Step 7, as surveyed using the Dominion Land Survey System.
Surface Coordinates	Enter the North/South and East/West coordinates for the surface location measured from the well to the outside boundaries of the section containing the well, rounded to the nearest 0.1 m.
N/S E/W	Enter "N" or "S", "E" or "W", as appropriate, to designate the direction of measurement from the well to the section boundary.
Surface Casing Depth	Enter the surface casing depth rounded to the nearest 0.1 m.
Projected Total Depth	Enter the projected total depth to the nearest metre.

True Vertical Depth	Enter the true vertical depth to the nearest metre if the well is expected to deviate from vertical.
Ground Elevation	Enter the surveyed ground elevation rounded to the nearest 0.1 m.
Mineral Rights	Enter "Alberta Crown," "Freehold," or "Both," as appropriate.
Surface Latitude **Surface Longitude**	Enter the surface location latitude and longitude in decimals of degrees to 6 decimal places based on the North American Datum 1983 (NAD 83).

EUB Alberta Energy and Utilities Board

Guide 56 – Schedule 4.3

Well H_2S Information

DAY MONTH YEAR

EUB APPLICATION NUMBER

APPLICANT FILE NUMBER ____________________

1. H_2S RELEASE RATE WELL PROGNOSIS BY POTENTIAL H_2S HORIZON

Formation Code	Formation Name	Drilling Case* (m^3/s)	Completion/Servicing Case (m^3/s)	Suspended/Producing Case (m^3/s)

* Include formation encountered at total depth when completing drilling case.

2. CUMULATIVE H_2S RELEASE RATE (RR)

	Drilling Case (m^3/s)	Completion/Servicing Case (m^3/s)	Suspended/Producing Case (m^3/s)
Maximum Cumulative H_2S RR			

1. Intermediate casing to be set .... YES ☐ NO ☐
2. Maximum H_2S concentration encountered in well ________ ppm ________ mol/kmol ________ %
3. Anticipated suspended/producing level as per *ID 97-06* ☐ Level 1 ☐ Level 2 ☐ Level 3 ☐ Level 4 ☐ N/A

3. CALCULATED EMERGENCY PLANNING ZONE (EPZ)

	Drilling Case (km)	Completion/Servicing Case (km)	Suspended/Producing Case (km)
Maximum calculated EPZ			
Number of occupied dwellings, public facilities, and/or places of business inside the calculated EPZ			

1. Distance to nearest surface development ______________ km
2. Distance to nearest urban centre ______________ km
3. A site-specific ERP is required .... YES ☐ NO ☐

3a. If YES, it has been submitted to the Air and Safety Compliance Section .... YES ☐ NO ☐

4. OPERATIONAL DISCLOSURE

1. Underbalanced drilling operations will be conducted .... YES ☐ NO ☐
2. The well will encounter reservoirs that will be subject to enhanced recovery or acid gas injection schemes, or CO_2 greater than 1 per cent in the producing formation .... YES ☐ NO ☐

5. CRITICAL WELL ONLY

1. All equipment and practices for the drilling of this well will meet or exceed the requirements of *ID 97-06* and IRP Volume 1 .... YES ☐ NO ☐

7.12.4 How to Complete Schedule 4.3: Well H_2S Information

You must complete a separate Schedule 4.3 for each Category C, D, and E well or well pad licence application.

For well pad licence applications, you must choose the maximum cumulative H_2S release rate assessment values for the entire pad. You may choose to file separate well or well pad licence applications if you do not wish to accept the maximum cumulative H_2S release assessment rate value for the entire pad.

Date	Enter the date on which you will submit this schedule to the EUB in the upper left corner (e.g., 15 Jan 2003).
Applicant File Number	Enter your own file number in the designated area (optional).

Step 1: H_2S Release Rate Well Prognosis by Potential H_2S Horizon (Section 7.9.15)

You must address the H_2S potential of all prospective formations encountered by the well. If your analysis has determined that there is no potential to encounter H_2S in a formation, you must demonstrate that the formation has been considered in your evaluation by recording zero (0) for the release rate information.

For the purpose of the H_2S evaluation, you must consider the formation encountered at total depth when completing the drilling case (i.e., evaluate the 15 m overhole formation).

Formation Code	Enter the formation code using Table 7.8 for each formation considered in your H_2S evaluation.
Formation Name	Enter the formation name using Table 7.8 for each formation considered in your H_2S evaluation.
Drilling Case	Enter the drilling case H_2S release rate in cubic metres per second (m^3/s) to 4 decimal places for each formation considered in your H_2S evaluation. Include formation encountered at total depth when completing drilling case. Enter zero (0) if you determine there is no potential to encounter H_2S in the formation.
Completion/Servicing Case	Enter the completion/service case H_2S release rate in m^3/s to 4 decimal places for each formation considered in your H_2S evaluation. Enter zero (0) if you determine there is no potential to encounter H_2S in the formation or the formation is not targeted for completion.
Suspended/Producing Case	Enter the suspended/production case H_2S release rate in m^3/s to 4 decimal places for each formation you plan to produce that was considered in your H_2S evaluation.

Enter zero (0) if you determine there is no potential to encounter H_2S in the formation.

Step 2: Cumulative H_2S Release Rate (RR)

Enter the maximum cumulative H_2S release rate values in the table provided.

Drilling Case	Enter the maximum drilling case cumulative H_2S release rate in m^3/s to 4 decimal places, as determined by your H_2S release rate assessment.
Completion/Servicing Case	Enter the maximum completion/servicing cumulative H_2S release rate in m^3/s to 4 decimal places, as determined by your H_2S release rate assessment for the completion/servicing formation(s).
Suspended/Producing Case	Enter the maximum suspended/producing H_2S release rate in m^3/s to 4 decimal places, as determined by your cumulative H_2S release rate assessment for the producing formation(s).
1. Intermediate casing to be set	YES means that intermediate casing will be set in the well. NO means that intermediate casing will not be set; therefore, the maximum cumulative H_2S release rate should reflect the total potential flow from the well.
2. Maximum H_2S concentration encountered in the well	Enter the maximum potential H_2S concentration that you anticipate to encounter in the well in parts per million (ppm), moles per kilomole (mol/kmol), or percentage (%).
3. Anticipated suspended/ producing level as per *ID 97-06*	Check the level classification, based on the anticipated producing level of the well, as outlined in *ID 97-06*. N/A means the producing horizon will not produce gas containing H_2S.

Step 3: Calculated Emergency Planning Zone (EPZ)

Enter the maximum calculated EPZ for each release rate scenario (Section 7.9.2):

Drilling Case	Enter the maximum calculated EPZ for the drilling case in km, rounded to the nearest 0.01 km.
Completion/Servicing Case	Enter the maximum calculated EPZ for the completion/servicing case in km, rounded to the nearest 0.01 km.

Suspended/Producing Case	Enter the maximum calculated EPZ for the suspended/producing case in km, rounded to the nearest 0.01 km.

Enter the number of occupied dwellings, public facilities, and/or places of business inside the calculated EPZ for each release rate scenario:

Drilling Case	Enter the number of occupied dwellings, public facilities, and/or places of business inside the calculated EPZ for the drilling case.
Completion/Servicing Case	Enter the number of occupied dwellings, public facilities, and/or places of business inside the calculated EPZ for the completion/servicing case.
Suspended/Producing Case	Enter the number of occupied dwellings, public facilities, and/or places of business inside the calculated EPZ for the suspended/producing case.
1. Distance to nearest occupied dwelling.	Enter the distance, in km to 2 decimal places, to the nearest occupied dwelling.
2. Distance to nearest urban centre.	Enter the distance, in km to 2 decimal places, to the nearest urban centre.
3. A site-specific ERP is required.	YES means that a site-specific emergency response plan (ERP) is required. NO means that a site-specific ERP is not required.
3a. If YES, it has been submitted to the Air and Safety Compliance Section.	YES means that a site-specific ERP is required and has been submitted to the Operations Group, Air and Safety Compliance Section. NO means that a site-specific ERP is required but has not been submitted to the Operations Group, Air and Safety Compliance Section.

Step 4: Operational Disclosure

1. Underbalanced drilling operations will be conducted. (*ID 94-03*).	YES means underbalanced drilling operations will be conducted and you will meet the requirements described in *ID 94-03*, the current *Guide 10*, as well as in IRP Volume 6 if critical. NO means that underbalanced drilling operations will not be conducted.

2. The well will encounter reservoirs that will be subject to enhanced recovery or acid gas injection schemes, or CO_2 greater than 1 per cent in the producing formation.

YES means that the well will encounter at least one reservoir subject to

- an enhanced recovery scheme,
- an acid gas injection or disposal scheme,
- an unusual or atypical reservoir scenario that may impact the H_2S release rate assessment for the well, or
- $C0_2$ gas present in a volume greater that 1 per cent in the producing formation.

NO means that the well will not encounter a reservoir as described above.

Step 5: Critical Well Only

1. All equipment and practices for the drilling of this well will meet or exceed the requirements of *ID 97-06* and IRP Volume 1.

YES means that for Category E wells all equipment and practices for the drilling of the well will meet or exceed the requirements of *ID 97-06* and the current IRP Volume 1.

NO means that all equipment and practices for the drilling of this well will not meet or exceed the requirements of *ID 97-06* and the current IRP Volume 1.

If NO, you must attach a copy of the waiver approval issued by the EUB Operations Group, a statement that a waiver application has been made and approval is pending, or the waiver request to your application. The EUB will review the circumstances and decide if an exemption is warranted.

Appendix 1 Summary of Changes

The table below provides an overview of the major areas of change in this 2003 edition of *Guide 56* as compared to the previous release in 2000.

Section	**Major Changes in *Guide 56***
General Comments	The H_2S harmonization initiative has resulted in limited use of the terms "sour" and "sweet" throughout *Guide 56* and provided consistency within B Category Energy Developments.
Section 1: Introduction	The EUB differentiates between the concepts of "requirement/must" and "expectation/should": - Regulatory requirements are those rules that industry has an obligation to meet and against which EUB Facilities Applications may take enforcement action in cases of noncompliance. Regulatory requirements are identified as "must" statements in the text. - Regulatory expectations represent recommended best practices or guidelines. Regulatory expectations are identified as "expect" statements in the text. While enforcement action is not applicable, expectations should be given consideration.
Section 2: Participant Involvement	- General clarification of participant involvement program requirements - Information package content and distribution requirements (Section 2.2.2) - Refined contents of EUB Information Package (Section 2.2.2) - Combined personal consultation and confirmation of nonobjection requirements (Section 2.3.1) - Participant involvement process flowchart - ADR process description and flowchart - Closure of participant involvement loop (Section 2.3) - Personal consultation and notification expiry (Section 2.5) - Five stages of participant involvement - Notification requirements for parties away for extended time periods (Section 2.3.2.1)
Section 3: Energy Development Licence Applications	- What to consider before filing a licence application (Section 3.2) - Application closure policy (Section 3.6) - Three types of nonroutine filings (Section 3.8.2) - EUB routine application process flowchart (Figure 3.2) - EUB nonroutine application process flowchart (Figure 3.3) - Listing of prelicensing approvals/waivers (Section 3.2.2) - On-line application status checks available (Section 3.7)
Schedule 1	- Captures applicant general information only; participant involvement and ERP questions moved to Schedules 2, 3, and 4
Section 4: Applications Audit Process	- Detailed description of audit process (throughout Section 4 and Figure 4.1) - Unsatisfactory events and corresponding enforcement actions (Table 4.1)
Section 5: Facility Licence Applications	- Applicants can correct licence details through a records correction (Section 5.6) - Defined criteria for multiwell facilities (Section 5.4) - Participant involvement requirements for facility applications (Section 5.8) - Specific proliferation review requirements for Category C, D, and E gas plants (Section 5.9.3) - Exempt facilities and activities (Section 5.5) - Licences expire 12 months after issue if not acted upon (Section 5.3) - Expanded facilities applications exemptions list (Section 5.5) - New Category C gas plants have a specific radius of industry notification (Table 5.2) - Updated sulphur recovery requirements in accordance with *ID 2001-03* (Section 5.9.5) - Plot Plans (Section 5.9.10) - Setback requirements (Table 5.3)

(continued)

Section	**Major Changes in *Guide 56* (continued)**
Table 5.1: Facility Licence Applications	- Combined facility category type requirements and personal consultation and notification requirements - Oil and bitumen facilities given separate category types (B, C, D) - Gas processing, fractionating, and straddle plants given separate category types - Injection/disposal facilities given separate category types for water and EOR purposes - New Category C and D gas plants deemed nonroutine applications - Combined personal consultation and confirmation of nonobjection requirements
Schedule 2	- Moved participant involvement and ERP questions from Schedule 1 - Added total number of compressors/pumps and total wattage - "How to complete Schedule 2" includes requirements for nonroutine submissions - Added distance to surface development question
Section 6: Pipeline Licence Applications	- Licences expire 12 months after issuance if not acted upon (Section 6.3) - Applicants are able to correct licence details through a records correction (Section 6.6) - Exempted B line heater and < 21 day pipeline/installation (Section 6.5) - Pipeline technical requirements (Section 6.9) - Participant involvement requirements for pipeline/pipeline installations applications (Section 6.8) - Pipeline application – Checklist for minimum technical requirements - Licence amendment requirements for pipeline activities (Table 6.2) - Setback requirements for gas pipeline containing > 10 mol/kmol H_2S (Table 6.3) - Plot plans and process flow diagram requirements (Section 6.9.22) - Transportation/utility corridor requirements (Section 6.9.11) - Steam distribution requirements (Section 6.9.4) - Blending of H_2S products (Section 6.9.23)
Table 6.1: Pipeline Licence Applications	- Pipeline installations/downstream facilities - Category B pipelines with no H_2S content do not require sour service design - Category C pipelines with H_2S gas require sour service design - Combined personal consultation and confirmation of nonobjection requirements - Pipeline categories based on outside diameter and partial pressure calculations
Schedule 3	- Moved participant involvement and ERP questions from Schedule 1 - "How to complete Schedule 3" includes requirements for nonroutine submissions - C & R approvals only required for white areas - Added distance to surface development question for pipeline installations
Section 7: Well Licence Applications	- Licence expiry policy (Section 7.3) - Licence amendment applications (Section 7.7) - Revised exempt list (Section 7.5) - Mineral lease continuations (Section 7.9.11.1) - Water bodies (Section 7.9.12.1) - Coal mines/rights (Section 7.9.12.5) - Environmental requirements (Section 7.9.13) - Participant involvement requirements (Section 7.8) - Casing inspection log requirements (Section 7.9.4) - H_2S release rates assessments requirements (Section 7.9.15) - Setback requirements (Table 7.5)
Table 7.1	- Added Type B141 – commercial or source water well - Combined personal consultation and confirmation of nonobjection requirements
Schedule 4	- Added Schedule 4.3: H_2S Release Rate Assessment - Moved participant involvement and ERP questions from Schedule 1 - "How to complete Schedule 4" includes requirements for nonroutine submissions - New well type and code assigned to coalbed methane (Table 7.7)
Appendices	Contain only supplemental information. All technical requirements are found in main body of *Guide 56.*

Appendix 2 References and Contacts

General

EUB Documents
Guide 28: Applications for Power Plants, Substations, and Transmission Lines
Guide 38: Noise Control Directive User Guide
Guide 55: Storage Requirements for the Upstream Petroleum Industry
Guide 58: Oilfield Waste Management Requirements for the Upstream Petroleum Industry
Guide 59: Well Drilling and Completion Data Filing Requirements
Guide 65: Resources Applications for Conventional Oil and Gas Reservoirs
Guide 67: Identification Code and Agent Registration
Guide 71: Emergency Preparedness and Response for the Upstream Petroleum Industry
Interim Directive (ID) 81-03: Minimum Distance Requirements Separating New Sour Gas Facilities Residential and Other Developments
ID 96-01: Hay-Zama Lake Complex-Special Requirements
ID 99-08: Noise Control Directive
ID 2000-07: License Eligibility and Qualifications for Potential Licensees and Agents
ID 2001-09: Revision of Guide 55: Storage Requirements for the Upstream Petroleum Industry
Informational Letter (IL) 88-05: Application for Approval of Natural-Gas-Driven Compressors
IL 94-06: Discharge of Produced Liquids to Earthen Structures Notice of Intention to Amend Existing Regulations
IL 99-04 plus Clarification: EUB Enforcement Process, Generic Enforcement Ladder, and Field Surveillance Enforcement Ladder, plus Clarification
IL 2002-02: Strength and Leak Pressure Testing of Pipelines Using Gaseous Test Media
Energy Resources Conservation Act http://www.eub.gov.ab.ca/bbs/requirements/actsregs/erc_act.pdf
Oil and Gas Conservation Act http://www.eub.gov.ab.ca/bbs/requirements/actsregs/ogc_act.pdf
Oil and Gas Conservation Regulations http://www.eub.gov.ab.ca/bbs/requirements/actsregs/ogc_reg_151_71_ogcr.pdf
Oil Sands Conservation Act http://www.eub.gov.ab.ca/bbs/requirements/actsregs/osc_act.pdf
Oil Sands Conservation Regulation http://www.eub.gov.ab.ca/bbs/requirements/actsregs/osc_reg_076_88_oil_sands.pdf

Other Contacts and Documents
Alberta Boilers Safety Association www.absa.ca
Alberta Environment: http://www3.gov.ab.ca/env/protenf/landrec/documents/2002-2.pdf
Alberta Environment's Code of Practice for Compressor & Pumping Stations & Sweet Gas Processing Plants http://www.qp.gov.ab.ca/documents/codes/COMPRESS.CFM
Alberta Queens Printer http://www.qp.gov.ab.ca/custom_page.cfm?page_id=41
ASME (American Society of Mechanical Engineers) http://www.asme.org/codes/
Canadian Association of Petroleum Producers http://www.capp.ca/
Canadian Standards Association http://www.csa.ca/default.asp?language=English
Environmental Protection and Enhancement Act http://www3.gov.ab.ca/env/protenf/approvals/factsheets/enhanact.html
Environmental Protection and Enhancement Act - Approvals and Registrations Procedure Regulation - Applications for Sour Gas Processing Plants and Heavy Oil Processing Plants: A Guide to Content www.gov.ab.ca/env/protenf/publications/appsourgas.pdf
Guide for Effective Public Involvement http://www.capp.ca/default.asp?V_DOC_ID=763&PubID=24518
Indian Oil and Gas Canada (403) 292-5625 http://www.ainc-inac.gc.ca/oil/index_e.html
IRP (Industry Recommended Practice) http://www.pits.ca/bookstore/industry_recommended_practices/index.htm
Land Surveyors (Alberta) Act http://www.canlii.org/ab/sta/csa/20030217/r.s.a.2000c.l-3/whole.html
Land Titles (Alberta) Act http://www.canlii.org/ab/sta/csa/20030217/r.s.a.2000c.l-4/whole.html

Petroleum Registry of Alberta http://www.petroleumregistry.gov.ab.ca/
Public Lands Act http://www3.gov.ab.ca/srd/forests/fmd/directives/pla.html
Surface Rights (Alberta) Act http://www.canlii.org/ab/sta/csa/20030217/r.s.a.2000c.s-24/whole.html
Surveys Act (Alberta) http://www.canlii.org/ab/sta/csa/20030217/r.s.a.2000c.s-26/whole.html
Water Act http://www.qp.gov.ab.ca/Documents/acts/W03.CFM

Participant Involvement

EUB Documents
Guide 29: Energy and Utility Development Applications and the Hearing Process.
Guide 29 Brochure: Energy and Utility Development Applications, the Hearing Process, and Cost Awards
Guide 56: EUB Public Information Package including:

- Letter from the Chairman of the EUB
- EUB brochure, Understanding Oil and Gas Development in Alberta
- EnerFAQs No. 8: Proposed Oil and Gas Development—A Landowner's Guide
- IL 2001-01: Appropriate Dispute Resolution (ADR) Program and Guidelines for Energy Industry Disputes

Facilities

EUB Documents
Guide 04: Determining Water Production at Gas Wells
Guide 07: Production Accounting Handbook
Guide 34: Guidelines for Automated Measurement System Applications
Guide 45: Battery Inspection Manual
Guide 46: Production Audit Handbook
Guide 48: Monthly Custom Treating Plant Statement
Guide 49: Gas Density Measurement Frequency
Guide 60 (plus Updates): Upstream Petroleum Industry Flaring, Incinerating, and Venting
Guide 64: Facility Inspection Manual
ID 90-02: Gas Meter Calibration
ID 91-03: Heavy Oil/Oil Sands Operations and Clarification
ID 91-03 Clarification 2001
ID 94-01: Measurement of Oil, Gas, and Water Production
ID 99-06: Upstream Petroleum Industry Flaring Requirements
ID 2001-03: Sulphur Recovery Guidelines for the Province of Alberta
ID 2001-05: Public Safety And Sour Gas Policy Implementation Recommendations 54, 60, and 61 Site-Specific Emergency Response Plans For Sour Operations, Emergency Planning Zones, and Reduced Planning Zones
IL 84-11: Approval, Monitoring, and Control of Sulphur Storage Sites
IL 85-10: Maximum Daily Rate of Production for Gas Wells
IL 87-01: Compressibility Factors Used in Gas Volume Calculations & Physical Property Data for Natural Gases
IL 88-15: Production Injection Disposition Reporting Requirements
IL 90-03: Application for Special MRLS, GPP, and GOR Penalty Relief
IL 90-06: Measurement Guideline - Trucked Oil Production
IL 90-15: Need for Prompt and Accurate Filing of S-Forms
IL 91-03: Well Production Records and S-4 Submissions
IL 91-09: Exemption From Gas Measurement - Crude Oil/Bitumen Wells
IL 92-08: Crude Oil Pipeline Truck Terminal Measurement Guidelines
IL 92-09: Revised Reporting Procedures – Load Fluids
IL 93-01: Gas Density Measurement and Accounting Procedures for SE Alberta Sour Gas Wells
IL 93-10: Revised Measurement and Accounting Procedures for Southeastern Alberta Shallow Gas Wells.
IL 94-06: Discharge of Produced Liquids to Earthen Structures Notice of Intention to Amend Existing
IL 94-07: Coriolis Force Flowmeters

IL 94-20: Meter Proving Monitoring Program
IL 96-04: EUB Policy Update and Clarification on the Use of Earthen Pits
IL 98-03: Minimum Standards for Flare Tanks

Other Documents
Alberta Ambient Air Quality Guidelines
http://www3.gov.ab.ca/env/protenf/approvals/factsheets/ABAmbientAirQuality.pdf
Alberta Environment Air Quality Model Guidelines http://www3.gov.ab.ca/env/air.html

Pipelines

EUB Documents
Guide 30: Guidelines for Safe Construction Near Pipelines
Guide 66: Pipeline Inspection Manual
ID 2000-09: Notification Requirements for the Discontinuation and Abandonment of Pipelines and the Abandonment of Facilities
IL 2002-02: Strength & Leak Pressure Testing of Pipelines Using Gaseous Test Media
Pipeline Act http://www.eub.gov.ab.ca/bbs/requirements/actsregs/pl_act.pdf
Pipeline Regulation http://www.eub.gov.ab.ca/bbs/requirements/actsregs/pl_reg_122_87_pipeline.pdf

Other Contacts
National Association of Corrosion Engineers http://nace.org/nace/index.asp

Wells

EUB Documents
Guide 08: Surface Casing Depth Minimum Requirements
Guide 09: Casing Cementing Minimum Requirements
Guide 10: Guide to Minimum Casing Design Requirements
Guide 36: Drilling Rig Inspection Manual
ID 94-02: Revisions to Oil & Gas Well Spacing Administration
ID 94-03: Underbalanced Drilling
IL 82-11: Preservation of Archaeological, Paleontological, and Historical Resources
IL 93-09: Oil and Gas Developments, Eastern Slopes (Southern Portion)
IL 94-22: Operating Guidelines for Industrial Activity in Caribou Range, Northwest Alberta
IL 2001-05: Construction of a Well Site Prior to the Issuance of a Well License
IL 2002-01: Principles for Minimizing Surface Disturbance in Native Prairie and Parkland Areas
ST-55: Alberta's Usable Groundwater Base of Groundwater Protection

Other Documents
CAPP document: H_2S Release Rate Assessment Guidelines and Audit Forms http://www.capp.ca/default.asp
Fisheries (Alberta) Act http://www.qp.gov.ab.ca/Documents/acts/F16.CFM
Historical Resources Act http://www.qp.gov.ab.ca/Documents/acts/H09.CFM
Listing of Significant Historical Sites and Areas, Protection and Stewardship Section: (780) 431-2300
Navigable Waters Protection Act http://laws.justice.gc.ca/en/N-22/85822.html
Industry Recommended Practices http://www.psc.ca/

EUB Contacts

- **Applications Branch**
  - Facilities Applications: (403) 297-4369
  - Resources Applications: (403) 297-6957
- **Information Collection and Dissemination**
  - Production:(403) 297-8952
  - Well Data Services: (403) 297-8696
  - Information Services: (403) 297-8190
- **Compliance and Operations Branch**
  - Corporate Compliance: (403) 297-4485
  - Air and Safety Compliance: (403) 297-6952
- **Resources Branch**
  - Geology and Reserves: (403) 297-8214
- **Utilities Branch**
  - Calgary: (403) 297-3267 or (403) 297-2194
- **Field Centres**
  - Bonnyville: (780) 826-5352
  - Drayton Valley: (780) 542-5182
  - Grande Prairie: (780) 538-5138
  - Medicine Hat: (403) 527-3385
  - Midnapore: (403) 297-8303
  - Red Deer: (403) 340-5454
  - St. Albert: (780) 460-3800
  - Wainwright: (780) 842-7570

- **Field Suboffices**
  - High Level: (780) 926-5399

Fort McMurray Office (780) 742-2032

Other Contacts

Alberta Agriculture, Food and Rural Development: (780) 427-2727; Utilities: (780) 427-0125; www.agric.gov.ab.ca
Alberta Community Development: 1-800-232-7215; http://www.cd.gov.ab.ca
Alberta Environment: (780) 944-0313; www3.gov.ab.ca/env
Alberta Infrastructure: (780) 422-1202; www.infras.gov.ab.ca
Alberta Sustainable Resource Development: (780) 944-0313; http://www3.gov.ab.ca/srd
Alberta Transportation: (780) 427-2731; www.trans.gov.ab.ca
Calgary and Edmonton Transportation Utility Corridor: http://tuc.gov.ab.ca
Department of Energy (formerly Department of Resource Development): (403) 297-6324; www.energy.gov.ab.ca
NAV Canada: 1-800-876-4693; www.navcanada.ca
Surface Rights Board (SRB)/Land Compensation Board: (780) 427-2444;
Surface Rights Act on the Web: http://www.qp.gov.ab.ca/documents/acts/S24.CFM
Transport Canada: toll free 1 888 463 0521; http://www.tc.gc.ca/prairieandnorthern/menu.htm

EUB Web Links

Integrated Application Registry (IAR) www2.eub.gov.ab.ca/dds.iar/dds-iar-default.asp
Appropriate Dispute Resolution (ADR) www.eub.gov.ab.ca/bbs/public/adr/exploring_options.htm
Electronic Application Submission (EAS) http://www.eub.gov.ab.ca/BBS/applications/EAS/default.htm
Guide 56 Web page http://www.eub.gov.ab.ca/BBS/requirements/Guides/g56.htm

Appendix 3 Definitions for the Purposes of *Guide 56*

Abandoned well	A well that has been drilled, abandoned, cut, and capped at surface.
Abandonment	The permanent dismantlement of a well, pipeline, or facility in the manner prescribed by the regulations; includes any measures required to ensure that the well, pipeline, or facility is left in a permanently safe and secure condition.
Abandoned zone	A previously completed zone that has been officially abandoned with cement and/or packing device(s). The well may have other producing zones.
Abandoned and whipstocked	A well where the lower portion of the wellbore has been abandoned and a deviated and/or whipstocked wellbore (leg) is then drilled from the original wellbore. This results in wells with a common surface location, a common portion of wellbore, and two or more whipstock legs to different bottomhole locations.
Acid gas	Gas that is separated in the treating of solution or nonassociated gas that contains hydrogen sulphide (H_2S), totally reduced sulphur compounds, and/or carbon dioxide (CO_2).
Applicant/licensee	The company responsible for the accuracy and completeness of the application and all supporting information. Upon licence approval, the applicant becomes the licensee and bears responsibility for the construction and safe operation of the facility, pipeline, or well. The licensee is also responsible for the decommissioning, abandonment, and reclamation of the facility, pipeline, or well.
Battery	See Gas battery, Oil/bitumen battery
Bitumen	Bitumen may be defined by specific gravity or API units or by the well's location within the designated oil sands areas.
Blending	The combination of similar products with different H_2S contents for the purpose of maintaining a lower H_2S content in the blended stream. Blending of liquids with gases is not permitted for pipelines.
Blow	The uncontrolled flow of wellbore fluids to the atmosphere. The flow can be shut in with the wellhead valve or blowout prevention equipment, or it can be directed to the flare system if the well cannot be shut in indefinitely without exceeding maximum allowable casing pressure (MACP).
Blowout	The complete loss of control of the flow of fluids from a well to the atmosphere or the flow of fluids from one underground reservoir to another (an underground blowout). Wellbore fluids are released uncontrolled at or near the wellbore. Well control can only be regained by installing or replacing equipment to shut in or kill the well or by drilling a relief well.
Coalbed methane gas	Natural gas that is found in coal.
Coalbed methane well	Any well intended to produce or producing coalbed methane.
Compressor station/site	Service equipment intended to maintain or increase the flowing pressure of the gas that it receives from a well, battery, or gathering system prior to delivery to market or other disposition.

Condensate	A hydrocarbon liquid recovered either from a natural gas well or at some point in the field handling system consisting primarily of pentane and heavier hydrocarbons.
Consultant	A person or corporation authorized by an applicant to prepare its application. The applicant is still responsible for the accuracy and completeness of the application if filed on its behalf by a consultant.
Container	Any portable aboveground containment device (e.g., drums, pails, bags, boxes, totes) that has a capacity less than $1\ m^3$.
Confirmation of nonobjection	A statement made by a person that confirms there is no objection to the EUB granting a licence for the proposed energy development.
Critical sour well	The EUB designation of a well for drilling purposes that identifies a well with an H_2S release rate of $> 2.0\ m^3$/second or other wells with a lesser release rate in close proximity to an urban centre.
Crown disposition	The administrative and operating conditions assigned for use of public lands in the form of a lease, licence, permit, or letter of authority; administered by Sustainable Resource Development (SRD).
Crown disposition holder	A person or party that has been assigned use of public lands (e.g., lease, licence, or permit) issued under the provisions of the Public Land Act.
Custom treating plant	A system or arrangement of tanks and other surface equipment receiving oil/water emulsion exclusively by truck for separation prior to delivery to market or other disposition.
Dehydrator	Equipment designed to remove water from raw gas.
Design capacity	The maximum capable throughput of volumes based on the engineering design of all on-site equipment associated with the facility.
Development	Any proposed project, operation, or activity likely to have an impact on existing resources, the environment, and the public.
Directionally drilled well	A well drilled on an angle from a surface location to a subsurface location some lateral distance away from the surface location of the well.
Drilled and cased	A well that has been drilled and cased but not been immediately put on production.
Drilling spacing unit	The drilling spacing unit for a well is the surface area of the drilling spacing unit and the subsurface vertically beneath that area, or where the drilling spacing unit is prescribed with respect to a specified pool, geological formation, member or zone, the pool, geological formation, member or zone vertically beneath that area. The normal drilling spacing unit for an oil well is one-quarter section. The normal drilling spacing unit for a gas well is one section. A drilling spacing unit does not include the area of a road allowance.
Emergency planning zone (EPZ)	An area surrounding a facility, pipeline, or well where residents or other members of the public may be at highest risk during the early stages of an incident such as an uncontrolled release of toxic materials (e.g., H_2S), an explosion, or a fire and the area for which the operator must have a specific emergency response plan.

Emergency response plan (ERP)	A comprehensive plan to protect the public, including criteria for assessing an emergency situation and procedures for mobilizing response personnel and agencies and establishing communications and coordination. The ERP is to be followed by all parties in the event of an incident.
Emulsion	A combination of two immiscible liquids or liquids that do not mix together under normal conditions.
Expectations	Recommended best practices or guidelines. Enforcement is not assigned to expectations, but they should be given serious consideration.
Environment	All components of the earth, including air, land, and water; all layers of the atmosphere; all organic and inorganic matter and living organisms; and interacting natural systems.
Event sequence code (ES)	A character code indicating the chronological sequence of a significant drilling and/or completion operation of a wellbore that yields a separate and unique set of geological or production data.
Facility	Any building, structure, installation, equipment, or appurtenance over which the EUB has jurisdiction and that is connected to or associated with the recovery, development, production, handling, processing, treatment, or disposal of hydrocarbon-based resources or any associated substances or wastes. This does not include wells or pipelines.
Fire	Any unprotected flame or source of ignition.
Flame-type equipment	Any electric or fired heating equipment using an open flame, electric arc, or element; includes a space heater, torch, heated process vessel, boiler, electric arc, open flame welder, and open element electric heater or appliance.
Gas battery	A system or arrangement of surface equipment (including interconnecting piping) that receives the effluent from one or more wells that might provide measurement and separation, compression, dehydration, dew point control, H_2S scavenger where < 0.1 t/d of sulphur is being treated, line heater or other gas handling functions prior to the delivery to market or other disposition. This does not include gas processing equipment that recovers more than 2 m^3/d of liquids or processes more than 0.1 t/d of sulphur.
Gas fractionating plant	An arrangement of equipment to reprocess an NGL inlet for the extraction of liquids.
Gas processing	The changing of the composition of raw natural gas either at processing facilities at the gas field or at straddle plants located on pipeline systems.
Gas processing plant	A system or arrangement of equipment used for the extraction of hydrogen sulphide, helium, ethane, natural gas liquids, or other substances from raw gas; does not include a wellhead separator, treater, dehydrator, or production facility that recovers < 2 m^3/day of hydrocarbon liquids without using a liquid extraction process (e.g., refrigeration, desiccant). In addition, does not include an arrangement of equipment that removes small amounts of sulphur (< 0.1 tonne/day) through the use of nonregenerative scavenging chemicals that generate no hydrogen sulphide or sulphur dioxide.
Gas well	A well that produces primarily gas from a pool or portion of a pool wherein the hydrocarbon system is gaseous or exhibits a dew point reduction of pressure, or any well so designated by the EUB.

Hand delivered	Delivering documents directly to a participant at their place of residence or place of business.
High vapour pressure hydrocarbon	Any hydrocarbon mixture with a Reid vapour pressure greater than 14 kPa.
High vapour pressure pipeline	A pipeline system containing hydrocarbons or hydrocarbon mixtures in the liquid or quasi-liquid state with a vapour pressure greater than 110 kPa absolute at 38°C. Some examples are liquid ethane, ethylene, propane, butanes, and pentanes plus.
Hydrogen sulphide (H_2S)	A naturally occurring gas found in a variety of geological formations and also formed by the natural decomposition of organic matter in the absence of oxygen. H_2S is colourless, heavier than air, and extremely toxic. In small concentrations it has a rotten egg smell and causes eye and throat irritation.
Injection/disposal facility	A system or arrangement of surface equipment associated with the injection or disposal of any substance through one or more wells for the purpose of water disposal or enhanced oil recovery (EOR).
Junked and abandoned	If a well has been drilled and abandoned due to drilling or mechanical problems at a total depth of 150 m or less, it is not considered to be a well. No information is required by the EUB for such a drilling operation.
Landowner	The person in whose name a certificate of title has been issued pursuant to the Land Titles Act, or if no certificate of title has been issued, the Crown or other body administering the land. In the case of Metis land, the person registered in the Metis Settlements Land Registry as owner of the Metis title pursuant to the Metis Settlements Land Registry Regulation.
Large diameter/high pressure hydrocarbon pipeline	A hydrocarbon pipeline with both an outside diameter equal to or greater than 323.9 mm and a maximum operating pressure equal to or greater than 3475 kPa.
Licensee	The holder of a facility, pipeline, or well licence according to the records of the EUB; includes a trustee or receiver-manager of property of a licensee (also see Applicant).
Line heater	Equipment installed at either the well site lease or along a pipeline right-of-way to prevent the formation of gas hydrates.
Liner	A tubular product that is inserted into buried pipelines to form a corrosion-resistant barrier or separate free-standing pressure-containing pipe.
Local authority	Council of a city, town, village, or municipal district, or in the case of an improvement district or special area, the Minister of Municipal Affairs, or the council of a settlement under the Metis Settlements Act.
Location exemption code (LE)	A code that identifies cases when there is more than one wellbore or facility on the smallest land area described by the Dominion Land Survey (DLS) system.
Lost circulation	The loss of drilling fluids from the wellbore into permeable formations penetrated during drilling of the well.

Minimum information requirements	The project-specific details that an applicant must provide to all potentially directly and adversely affected parties in accordance with the participant involvement guidelines.
Multileg well	A well having more than one drilled hole or leg that can be created during the initial drilling of the well or during re-entry into an existing well and whipstocking. It also applies to horizontal drilling.
Multiwell facility	A facility handling the production from multiple zones being produced in segregation from one wellbore; production from more than one pipelined well at one surface location; multiple single-well facilities operated within one surface lease.
Nonobjection	The potentially directly and adversely affected party has been personally consulted or notified of the project, has fully understood the details, has no outstanding concerns or objections, and does not oppose the EUB issuing a licence for the proposed energy development.
Nonroutine	An application is nonroutine if the applicant cannot meet requirements or chooses to apply for a regulatory relaxation; all participant involvement requirements have not been met; outstanding concerns/objections exist; the applicant proposes to implement new technology; the application is designated nonroutine (i.e., a new Category C or D plant, any Category E application, pipeline removal application).
Notification	The distribution of project-specific information to participants that may be directly and adversely affected by the proposed energy development.
Occupant	A person other than the owner who is in actual possession of land; a person who is shown on a certificate of title or by contracts as having an interest in the land; in the case of Metis land, a person having a right or interest in land recorded on the Metis title register pursuant to the Metis Settlements Land Registry Regulation; the holder of a permit for a coal mine; the owner of a private access road.
Oil/bitumen battery	A system or arrangement of tanks or other surface equipment or devices receiving the effluent of one or more wells for the purpose of separation and measurement prior to the delivery to market or other disposition.
Oil effluent	Oil, gas, and water in any combination produced from one or more oil wells or recombined oil well fluids that may have been separated in passing through surface facilities.
Oil and gas energy development	Any category type of facility, pipeline, and well requiring licensing under Guide 56.
Oil well	A well that produces primarily liquid hydrocarbons from a pool or a portion of a pool wherein the hydrocarbon system is liquid or exhibits a bubble point on reduction of pressure, or any well so designated by the EUB.
Oil loading/unloading facility (truck terminal)	A system or arrangement of tanks and other surface equipment receiving crude oil by truck for the purpose of delivering crude oil into a pipeline.
Oil sands scheme approval number	The number assigned an approval of a scheme or operation for the recovery of oil sands or crude bitumen under the Oil Sands Conservation Act.
Oilfield waste	An unwanted substance or mixture of substances generated from the construction, operation, or reclamation of wells, facilities, and pipelines.

Operator	A person or company that has control of or undertakes the day-to-day operations and activities of a facility, pipeline, or well, whether or not that person is also the licensee for the facility, pipeline, or well.
Partial pressure	The pressure exerted by one component of a natural gas mixture when isolated in a container.
Participant	An organization, community, group, or individual with a stake in the discovery, development, and delivery of Alberta's resources.
Participant involvement	Participant involvement encompasses all aspects of public, industry, and regulator interactions and communications. It means that each organization, community, group, and individual with a stake in the discovery, development, and delivery of Alberta's resources may be a participant.
Perforation	The holes placed through the casing and cement into the formation using a perforation gun or by cutting the casing and cement using sand-laden fluids to expose a formation.
Personal consultation	Consultation through face-to-face visits or telephone conversations with identified parties and providing the required information packages.
Pipeline abandonment	The permanent deactivation of a pipeline, whether or not it is left in place or removed.
Pipeline base map	The plan produced by the EUB on a township or smaller geographic area basis that shows pipelines currently licensed under the Pipeline Act.
Pipeline break	A rupture in any part of a pipeline.
Pipeline discontinuation	The temporary deactivation of a pipeline or part of a pipeline.
Pipeline installation	Any equipment, apparatus, mechanism, machinery, or instrument incidental to the operation of the pipeline. This includes compressor stations, pump stations, line heaters (Categories C and D), oil loading/unloading facility, and tank farm associated with pipelines carrying process sales product.
Pipeline leak	The escape of substance from a pipeline.
Pipeline removal	The removal of an entire pipeline, including crossings of roads, railways, and watercourses.
Primary containment device	A device used to physically contain materials produced, generated, and used by the upstream petroleum industry. Primary containment devices include, but are not limited to, single-walled tanks and containers.
Processing equipment	Equipment used for the extraction of components such as water, H_2S, and liquids from gas or oil.
Process vessel	A heater, dehydrator, separator, treater, and any vessel used in the processing or treatment of produced gas or oil.
Project	A network of facilities, pipelines, and/or wells that connect to a common facility.
Public facility	A public building such as a hospital, rural school, or a major recreational facility situated outside of an urban centre.

Public notice	In accordance with the EUB Rules of Practice, the delivery, circulation, or advertising by the EUB of a notice stating that the EUB might take an action in a proceeding as the notice may specify.
Publicly used facility	Places where the presence of people can be anticipated, e.g., places of business, campgrounds, cottages, churches, and other locations created for the use of the public.
Pump station	A system of equipment located at intervals along a main pipeline to maintain flow to the receipt point.
Re-entry operations	The re-entry of an abandoned wellbore by a company other than the original licence holder.
REFER status	A corporate status indicator activated on the Compliance and Operations Management System (COM) that indicates the licensee's inability or unwillingness to comply with the requirements. This status will be considered by the EUB when deciding to approve or deny any pending or future applications to the EUB involving the licensee.
Requirement	A rule that industry has an obligation to meet and against which the EUB may take enforcement action in cases of noncompliance.
Residence	Full-time or part-time dwelling.
Resident	A person occupying a residence on a temporary or permanent basis.
Resumption of drilling operations	Re-entry of an existing wellbore by the licensee, whether abandoned or not, for the purpose of deepening, whipstocking, recompleting (abandoned well only), or horizontal recompletion.
Right-of-way	The land upon which a legal right-of-way is granted over another person's property. This right can be acquired by means of an easement or by a right-of-entry order.
Routine application	The applicant meets all requirements, including participant involvement, there are no outstanding public or industry concerns, and regulatory waivers or relaxations are not requested.
Satellite	An arrangement of surface equipment (not including oil storage tanks) located some distance between a number of wells and the main battery that will receive the effluent, that separates and measures the production from each well, after which the fluids are recombined and piped to the main battery for further treatment; may include water handling equipment.
Separation or setback distance	The minimum required distance between a well, pipeline, or other facility and land-use development, such as a surface improvement, permanent dwelling, unrestricted country development, urban centre, or public facility.
Solution gas	Gas that is dissolved in solution with produced oil or bitumen.
Sour gas level classification	A designation to stipulate different separation or setback distances for wells, pipelines, and facilities for land-use and public safety purposes, as described in ID 81-03 and ID 97-06.
Special needs	Those persons for whom early actions must be taken for reasons such as requiring evacuation assistance, requesting early notification, not having

	telephones, requiring transportation assistance, or where there may be a language barrier.
Stock tank vapours	The small volume of dissolved gas present in storage tanks.
Straddle plant	Surface equipment intended to reprocess marketable gas for the purpose of ethane extraction.
Sulphur emissions	The release of sulphur-containing compounds, including SO_2, H_2S, and total reduced sulphur compounds.
Surface Development	An occupied permanent or part-time dwelling, a publicly used facility, including a campground, place of business, and any other surface development where the public may gather on a regular basis.
Surface improvement	A railway, pipeline, canal or other right-of-way, road allowance, surveyed roadway, dwelling, industrial plant, aircraft runway or taxiway, buildings used for military purposes, permanent farm buildings, school, or church.
Suspension	The temporary cessation of operations at a well, pipeline, or facility in the manner prescribed by the regulations or directed by the EUB; includes any measures required to ensure that the well, pipeline, or facility is left in a safe and secure condition.
Tank	A device designed to contain materials produced, generated, and used by the petroleum industry that is constructed of impervious materials.
Tank farm	A system or arrangement of tanks or other surface equipment associated with the operation of a pipeline and that may include measurement equipment and line heaters, but does not include separation equipment or storage vessels at a battery approved under the Oil and Gas Conservation Act.
Temporary facility or pipeline	A facility or pipeline that will be in use for a period of 12 months or less.
Terminating formation	For the purpose of well licensing, the deepest formation to which the applicant has the right to produce for all intended purposes of the well.
Unrestricted country development	Any collection of permanent dwellings situated outside of an urban centre and having more than eight permanent dwellings per quarter section; for the purpose of applying the requirements of ID 97-6, includes any similar development that the EUB might so designate.
Unsatisfactory event	A contravention of a regulation or requirement.
Urban authority	The administrator of a city, town, new town, village, summer village, or hamlet with not fewer than 50 separate buildings, each of which must be an occupied dwelling, or other incorporated centre.
Urban center	A city, town, new town, village, summer village, hamlet with not fewer than 50 separate buildings each of which must be an occupied dwelling, or other incorporated centre, or similar development the EUB may designate as an urban centre.
Urban density development	Any incorporated urban centre, or unincorporated rural subdivision, or group of subdivisions, with not fewer than 50 separate buildings, each of which must be an occupied dwelling, or any other similar development the EUB may designate.

Waste processing facility	A system or arrangement of tanks or other surface equipment receiving waste material for processing and disposition from any gas, oilfield, or oil sands operations.
Water body	Natural or manmade; contains or conveys water continuously, intermittently, or seasonally. A natural water body is any location where water flows or is present, whether the flow or the presence of water is continuous, seasonal, intermittent, or occurs only during a flood. This includes, but is not limited to, the bed and shore of a river, stream, lake, creek, lagoon, swamp, marsh, slough, muskeg, or other natural drainage, such as ephemeral draws, wetlands, riparian areas, floodplains, fens, bogs, coulees, and rills. Examples of a manmade water body include, but are not limited to, a canal, drainage ditch, reservoir, dugout, or other manmade surface feature.
Well spacing	The normal drilling spacing unit for a gas well is one section (1 well per 256 hectares); for an oil well it is one quarter section (4 wells per 256 hectares).
Working interest participant	A person who owns a beneficial or legal undivided interest in a well or facility under agreements that pertain to the ownership of that well or facility.
Workovers or well servicing	Work performed on a well after rig release for the purposes of completion, repair to downhole equipment, or any other operational activity where the well has not been abandoned and there are no changes required to the licence (e.g., total depth, target formation).

Appendix 4 Sample Participant Involvement Summary Form

for

(C350) Oil satellite @ 13-4-51-16W6M

(Enter type of application here)

Land location (Qtr-Section-Township-Range-Meridian)	**Land interest** (e.g., landowner, occupant, resident, local authority)	**Name/address/phone no.**	**Date of personal consultation**	**Date of confirmation of nonobjection**	**Consultation by phone or meeting**	**Notification by fax, registered or regular mail**	**Documents distributed and date of distribution**	**Date additional EnerFAQs distributed**	**Comments**
NW 1/4-4-51-16W6M	Landowner (SRD)	Crown Edmonton, AB 780-888-8888	Jan. 1, 2003	Jan. 17, 2003 MSL #0000000	Meeting	Hand delivered	EUB letter; project description Jan 1, 2003	None requested	Declined copies of EnerFAQs #8 and EUB brochure
NW 1/4-4-51-16W6M	Crown Disposition Holder TPA #0000	Trapper 1234 St. City, AB 780-999-9999	Jan. 1, 2003	Jan.1, 2003 verbal	Phone	Regular mail	EUB letter; project description; EnerFAQs #8; EUB brochure Dec 1, 2002	None requested	

Appendix 5 Checklist for 21-Day Temporary Surface Pipelines for Well Testing Purposes

This checklist is reproduced here for information purposes only. Visit the *Guide 56* Web page to download a copy of the checklist.

EUB Alberta Energy and Utilities Board

Checklist for 21-Day Temporary Surface Pipelines for Well Testing Purposes

Company Name ____________ Contact Name ____________ Title ____________
Phone No. ____________ Signature ____________
Purpose ____________
Location: From ________ To ________ Connected to Licence Number: ________ Line Number: ________
Start Date ________ Expiry Date (21 days includes dismantling) ____________
Pipe Specifications ____________ OD ________ Wall Thickness ________ Length ________ MOP ________ Stress Level ________
Substance ____________ H_2S Content ____________
EUB Field Centre ____________ Inspector ____________ Approval Date ________

The following is to be completed by the company contact and approved by the EUB inspector. (See reverse for explanations.)

- If any question is answered "No," the company must submit an explanation to the EUB Pipeline Section, Compliance and Operations Branch, Operations Group for review before approval will be given.
- For the purpose of this checklist, sour service is defined as in *CSA Z662*, Clause 5.4.
- The most common purpose for a temporary surface pipeline is to conduct well testing through pipeline to a production facility to reduce flaring. Other service/operations requests may be approved on an individual basis at the EUB inspector's discretion.
- Any proposal involving sour service specifications must be reviewed and approved by the Pipeline Section Compliance and Operations Branch, Operations Group.

	Yes	**No**	**NA**
1. **Public Consultation**: Landowner or occupant consent has been obtained.	_____	_____	
2. **Material Requirements**			
New Material			
2.1. Pipe, fittings, flanges, and valves will comply with the material requirements of the current edition of *CSA Z662*.	_____	_____	
Used Material			
2.2. Pipe and components have been inspected, tested, or evaluated, and material compliance and integrity have been confirmed for the proposed service.	_____	_____	
3. **Design / Construction / Operations**			
3.1. Pipeline will comply with the requirements of the Pipeline Regulation, Section 19.	_____	_____	
3.2. Pipeline will comply with the design requirements of the current edition of *CSA Z662*.	_____	_____	
3.3. Pipeline will comply with the installation, joining, inspection, and testing requirements of *CSA Z662*.	_____	_____	
3.4. Pipeline maximum operating pressure (MOP) will be compatible with that of other connecting pipelines.	_____	_____	
3.5. Corrosion mitigation procedures will be implemented.	_____	_____	_____
3.6. Hydrogen sulphide (H_2S) content will be compatible with that of other connecting pipelines.	_____	_____	_____
3.7. For sour service pipelines, an emergency response plan (ERP) will be implemented where required.	_____	_____	_____
3.8. Pipeline will be monitored regularly to detect leaks and ensure public safety.	_____	_____	

Page 2 Checklist for 21-Day Temporary Surface Pipelines for Well Testing Purposes—User Notes

Temporary surface pipeline may only be used for maximum 21 days

1. Public Consultation

Yes means all of the applicable requirements as outlined in *Guide 56* have been met.

No means all of the above applicable requirements have not been met.

2. Material Requirements

New Material

2.1. Yes means that all of the applicable requirements as outlined in CSA Z662, Clause 5: Materials, have been met.

No means that all of the above applicable requirements have not been met.

Note:

- API, 5CT (J55 tubing) is allowed for nonsour service only.
- API, 5LCP (coiled pipe) is allowed for sweet service and may be used for sour service if the company demonstrates that the API, 5LCP coiled pipe used meets the requirements of NACE MR0175 or a certificate of compliance is provided from the manufacturer or designer (P.Eng.) for the particular coiled pipe.
- The company must demonstrate that fittings, flanges, and valves intended for sour service meet the applicable CSA Z245 series and NACE MR0175. A certificate of compliance from the manufacturer or designer (P.Eng.) for the particular component is acceptable.

Used Material

2.2. Yes means that all of the applicable requirements as outlined in CSA Z662, Clause 5.7: Reuse of Materials, have been met.

No means that all of the above applicable requirements have not been met.

Note:

- Used J55 tubing is acceptable, provided that all of tubing has been fully inspected and meets API Recommended Practice 5C1, Clause 7.
- Used coiled pipe is acceptable, provided that the entire pipe has been fully inspected for damage and loss of wall thickness due to corrosion and that mechanical properties have not been affected from uncoiling and recoiling. Used coiled pipe must be fully inspected by visual inspection and either magnetic flux or eddy current method.

3. Design/Construction/Operation Requirements

3.1. Yes means that all of the applicable requirements as outlined in the Pipeline Regulation, Section 19, have been met.

No means that all of the above applicable requirements have not been met.

3.2. Yes means that all of the applicable requirements as outlined in CSA Z662, Clause 4: Design, have been met.

No means that all of the above requirements have not been met.

Note:

- The operator must ensure that the pipeline has adequate flexibility to withstand expansion or contraction movement due to changes in ambient or production temperatures.
- The operator must ensure that, where required, suitable restraints are in place to control excessive lateral and vertical movement. See the Pipeline Regulation, Section 19, and CSA Z662, Clause 4.6: Flexibility and Stress Analysis, for specific requirements.
- Threaded connections, mechanical interference fitting joints, and seal welding of threaded connections are not acceptable for sour service.
- Surface pipelines must be buried at all road and trail crossings.

3.3 Yes means that all of the applicable requirements as outlined in CSA Z662, Clauses 6: Installation, 7: Joining, and 8: Pressure Testing, have been met.

No means that all of the above applicable requirements have not been met.

Note:

- Welding of API, 5CT (J55 and others) is not acceptable.
- For sour service, welding of pipe grades greater than 386 MPa must be reviewed by the Pipeline Section.
- For sour service pipelines, all butt welds must be 100% inspected around their circumference. (See CSA Z662, Clause 7.2.8.2: Mandatory Nondestructive Inspection.)
- For sweet service pipelines, all butt welds within the limits of a water crossing, an uncased road or railway crossing, and all pressure-containing welds not subject to a pressure test in place must be nondestructively inspected. (See CSA Z662, Clause 7.2.8.2: Mandatory Nondestructive Inspection.)
- The pipeline must be hydrostatically pressure tested.
- A minimum of one hour-long pressure test is required for pipelines that are fully exposed. (See CSA Z662, Clause 8.2.6.)
- Pressure recorders including recording charts must be used to accurately record the pressures during the test. (CSA Z662, Clause 8.6.2.)

3.4. Yes means that the proposed pipeline MOP is the same as those of other connecting pipelines or that pressure control devices are in place to protect the pipelines from overpressure, as outlined in CSA Z662, Clause 4.14: Pressure Control and Overpressure Protection of Piping.

No means that the MOPs are not the same and that no pressure control devices are in place to protect the pipelines from overpressure.

3.5. Yes means that all of necessary steps have been taken to ensure that corrosion is controlled during the temporary operating period.

No means that corrosion control measures will not be in place during the temporary operating period.

N/A means that the corrosion control procedures are not required because the pipeline is noncorrodible.

3.6. Yes means that the proposed pipeline H_2S content is the same as the other connecting pipelines or that a control mechanism is in place to ensure that the proposed pipeline and other connecting pipelines are subject to the same H_2S content.

No means that H_2S content is not the same for all the pipelines and that no control mechanisms are in place to ensure that the pipelines are subject to the same H_2S content.

N/A means that the service fluid contains no H_2S.

Note: For sour service, prior to operation the company must consider removing any solids produced from the well that are trapped in the pipeline and batching the pipeline with inhibitor.

3.7. Yes means that an ERP has been established in accordance with most recent EUB requirements for pipelines transporting natural gas with more than 10 moles/kilomole of H_2S or for sour service pipelines where there are residents within the calculated EPZ.

No means that no ERP has been established.

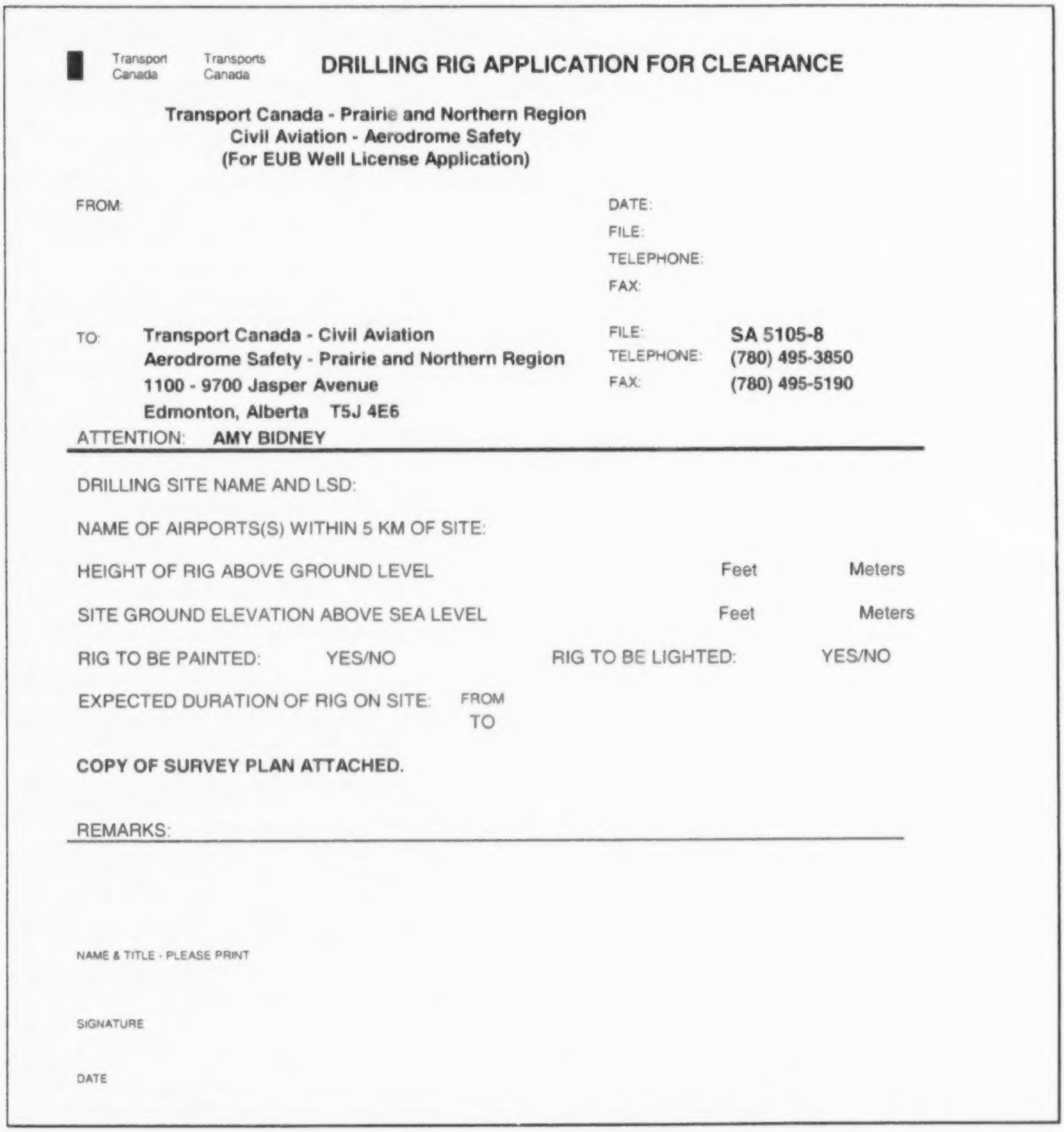
N/A means that the service fluid contains no H_2S.

3.8. Yes means all precautions have been taken to ensure the pipeline will be monitored for leaks regularly and will not be damaged by vandalism.

No means that the pipeline will not be monitored for leaks or vandalism.

Note: Depending on its location and substance, the operator might be required to monitor the pipeline 24 hours a day. (Pipeline Regulation, Section 19.)

Appendix 6 Rig Clearance Application Form



Transport Canada Transports Canada

DRILLING RIG APPLICATION FOR CLEARANCE

Transport Canada - Prairie and Northern Region
Civil Aviation - Aerodrome Safety
(For EUB Well License Application)

FROM:

DATE:
FILE:
TELEPHONE:
FAX:

TO: **Transport Canada - Civil Aviation**
Aerodrome Safety - Prairie and Northern Region
1100 - 9700 Jasper Avenue
Edmonton, Alberta T5J 4E6

FILE: **SA 5105-8**
TELEPHONE: **(780) 495-3850**
FAX: **(780) 495-5190**

ATTENTION: **AMY BIDNEY**

DRILLING SITE NAME AND LSD:

NAME OF AIRPORTS(S) WITHIN 5 KM OF SITE:

HEIGHT OF RIG ABOVE GROUND LEVEL Feet Meters

SITE GROUND ELEVATION ABOVE SEA LEVEL Feet Meters

RIG TO BE PAINTED: YES/NO RIG TO BE LIGHTED: YES/NO

EXPECTED DURATION OF RIG ON SITE: FROM
TO

COPY OF SURVEY PLAN ATTACHED.

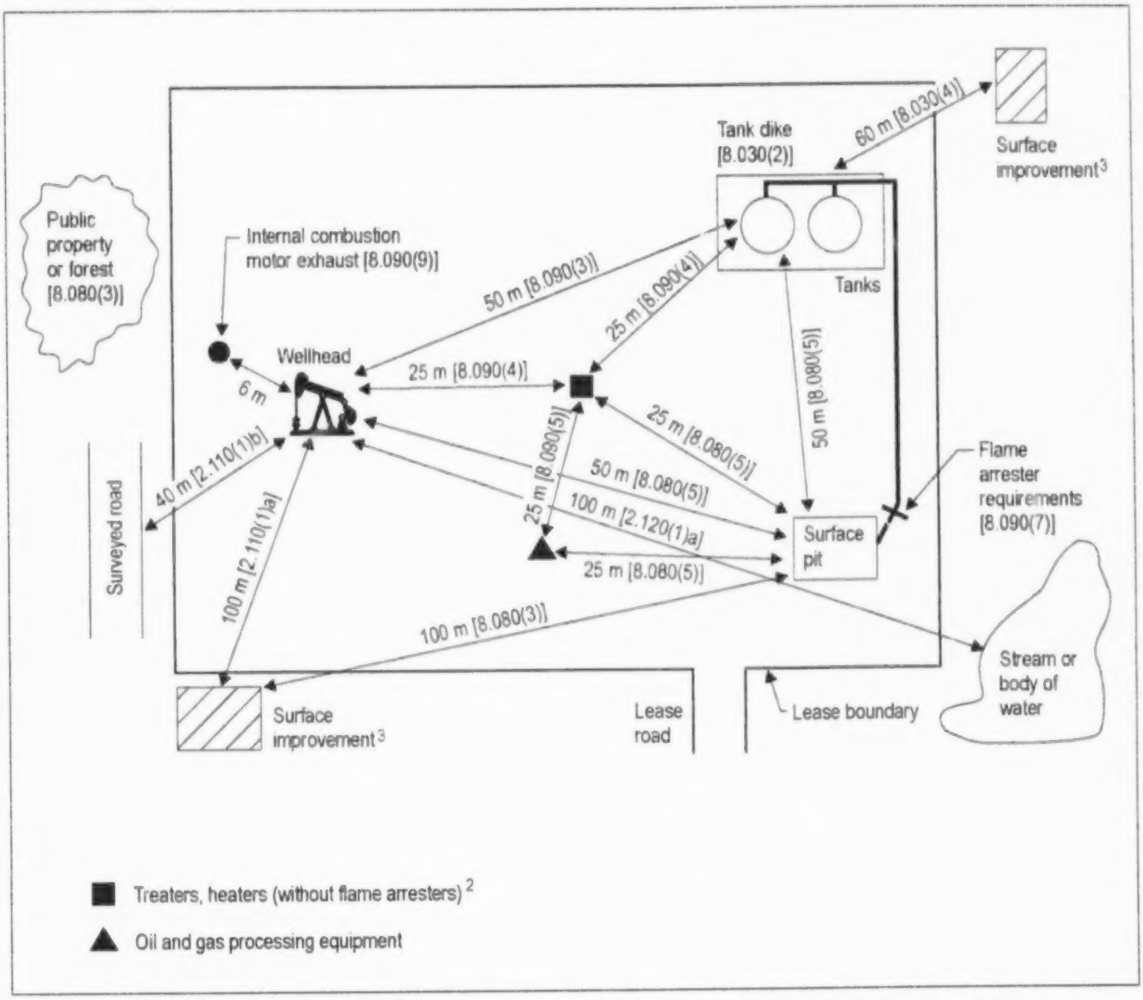
REMARKS:

NAME & TITLE - PLEASE PRINT

SIGNATURE

DATE

Appendix 7 Spacing Diagram



[1] The spacing requirements illustrated here are as specified in the Oil and Gas Conservation Regulations sections indicated within square brackets alongside or underneath each measurement.

Note that there is no smoking within 25 m of a well, separator, oil storage tank, or other unprotected source of ignitable vapour [Section 8.120(1)].

[2] Treaters and heaters without flame arresters are not to be housed in the same building unless air intakes, flues, vents, ignitable vapours, etc., are vented outside above roof level and the building is cross-ventilated [8.090(6)a,b,c]. Treaters and heaters with flame arresters must also be 25 m from a well, oil storage tank, or other source of ignitable vapour [8.090(5)].

[3] "Surface improvement" means a railway, pipeline or other right-of-way, road allowance, surveyed roadway, dwelling, industrial plant, aircraft runway or taxiway, building used for military purposes, permanent farm building, school or church [1.020(1)28].

Compressors (electrically or engine driven) that are permanent and housed in a building must be located 25 m from wells, oil storage tanks, or unprotected sources of ignitable vapours. Compressors that are nonpermanent (on wheels or skid mounted) must be placed such that the air intakes and exhaust must be no closer than 6 m from a well. Nonpermanent electrically driven compressors must comply with the current edition of *Code for Electrical Installations at Oil and Gas Facilities*, Safety Codes Council (Alberta).

Appendix 8 Generic H_2S Release Rate Assessment (Case Study)

The following example does not represent a specific location, but is presented to clarify the requirements.

Geological Discussion

Proposed Well

A well prognosis must be provided, but is omitted for the purposes of this generic example. The proposed exploratory well will be drilled to test a Leduc Formation anomaly in the Edmonton area. The well is located on a Paleozoic high with 10 metres (m) of structural relief relative to the surrounding wells. The applicant believes the well will have secondary Ellerslie member potential and expects both zones will contain oil.

As the proposed well will penetrate intervals deeper than the top of the Mannville Group and will terminate in the Leduc Formation, a comprehensive geological discussion of all intervals deeper than the top of the Mannville Group to the Leduc Formation is required (Section 7.9.15.1). In this example, a discussion of reservoir and hydrocarbon potential would be required for the Ellerslie member and the Wabamun, Nisku, and Leduc Formations.

In this example, the release rate will be based on the potential of encountering 10 m of gas in the Ellerslie member, gas in the Nisku Formation, and 20 m of gas cap gas in the Leduc Formation. The formation thicknesses of the Ellerslie and Leduc have been determined from the data presented below and meet the requirement to adjust the H_2S release rate to reflect the maximum potential thickness encountered.

Geological Impact on the Release Rate

Ellerslie Member

The Ellerslie member is a mixed sequence of sand and shale with potential for encountering hydrocarbon. The well in the adjoining section contains 20 m of wet sands. Since the well is anticipated to encounter the Ellerslie 10 m structurally higher, there is potential for encountering 10 m of hydrocarbon. The oil pools in the area have associated gas caps.

Wabamun Formation

Based on the available information (production, well logs, perforation recoveries, and drillstem tests), the Wabamun Formation is a productive gas reservoir 3 km updip of the proposed well location. Recovery information from intervening wells updip and downdip of the proposed location indicate that the Wabamun Formation is wet. Therefore, it would be reasonable to conclude that this interval would be wet.

Nisku Formation

The applicant does not identify the Nisku on Schedule 4: Well Purpose. Within 5 km of the proposed well there are two Leduc Formation producers in the area that are overlain by the Nisku intervals that tested gas. Therefore, Nisku Formation potential must be considered. To obtain five reliable data points, the search area required expansion to 10 km.

Leduc Formation

Existing Leduc Formation production in the area indicates that some oil pools have associated gas caps. The potential for encountering a gas-bearing interval must be considered. Based on available well structure information, the maximum anticipated gas cap thickness is 20 m.

Geological Mapping

As per the requirements detailed in Section 7.9.15.2, a geological map must be provided for all prospective formations that the applicant has identified or will identify on Schedule 4: Well Purpose, as its primary and secondary zones that may contain H_2S gas. Maps are not provided in this case study. The following map descriptions are intended to illustrate examples of the annotated maps and are not intended to be inclusive. An applicant may provide any additional information considered appropriate to substantiate its interpretation. In this example the annotated maps must illustrate the following:

For the Ellerslie Member

- productive Ellerslie pools in the area relative to the proposed well location
- the geological interpretation of the expected reservoir thickness at this location and the interpreted thickness of the reservoir within productive pools
- reservoir thickness of the offset well used as an analog containing the 20 m of wet sandstone
- structure elevation of the proposed location illustrating the 10 m relative difference in elevation between the offset well and proposed location

For the Leduc Formation

- productive Leduc pools in the area relative to the proposed well location; the map should illustrate the geological interpretation of the expected reservoir thickness at this location and the interpreted thickness of the reservoir within productive pools

Engineering Discussion

Ellerslie Member

The Ellerslie produces both gas and oil from pools with concentrations of H_2S ranging from 0.0 to 2.0%. Some wells located within the pools have encountered associated gas caps that range from 2 to 6 m in thickness. Engineering information indicates that AOFs range from 10 to 30 10^3 m^3/day. The maximum AOF was measured at a well with 5 m of net pay. The AOFs are extrapolated from drillstem tests (DSTs) conducted over the gas portion of the pool. Adjusting the highest AOF for the anticipated pay in the proposed well results in an AOF of 60 10^3 m^3/d. The highest H_2S concentrations were reviewed and determined to be from wells that were oil producers when sampled and were, therefore, discounted. The next highest H_2S concentration is 0.07 %. This was sampled from an oil well that has a DST over the gas zone. The H_2S concentration of 0.07% was used, along with the AOF of 60 10^3 m^3/d to arrive at a release rate of 0.005 m^3/s.

Nisku Formation

The Nisku tested gas in some wells that are producing from the Leduc pools. Engineering information indicates that the H_2S concentration ranges from 5 to 6.5% and that the AOFs range from 10 to 50 10^3 m^3/d. An AOF of 50 10^3 m^3/d and an H_2S concentration of 6.5% were used to estimate a release rate of

0.04 m^3/s. Although the analog well was stimulated prior to testing, a skin of 0.0 was reported and therefore no correction for skin was required.

Leduc Formation

Producing Leduc pools have encountered associated gas caps containing H_2S. Total reservoir thickness of the Leduc ranges from 10 to 20 m. Engineering information indicates that the H_2S concentration ranges from 8 to 10% and that AOFs range from 70 to 170 10^3 m^3/d. The maximum AOF was measured at a well with 15 m of net pay. Adjusting the AOF of 170 10^3 m^3/d from 15 m of pay to 20 m of pay resulted in an AOF of 227 10^3 m^3/d. The highest H_2S concentration was from a gas sample listed with a sample point of "other." A review of the hard copy indicates that the sample point was a meter run; therefore, it will be used. Combining the AOF and the H_2S concentration results in an H_2S release rate of 0.26 m^3/s. Since the analog well used was stimulated (fractured) prior to testing, the AOF test data were reviewed to determine the reported skin. Using the skin of -4 resulted in a prestimulation AOF and an H_2S release rate of 126 10^3 m^3/d and 0.15 m^3/s respectively.

Cumulative Release Rate

Based on the review done for each formation, the drilling release rate for the well is 0.20 m^3/s and the completion/servicing release rate is 0.26 m^3/s. In this case, it is assumed that the correction for flow to surface up tubing is minimal and the suspended/producing release rate is 0.26 m^3/s. In some cases an applicant may choose to make a correction for flow to surface up tubing. If the adjustment for stimulation was not done for the Leduc Formation, the drilling, completion/servicing, and suspended/producing release rates would have been reported as 0.31 m^3/s.

Tabulated Data

Tabulated data must be submitted to the EUB with the complete documentation package prepared for each well licence application but are not shown here.

Appendix 9 Audit Enforcement Escalation (Case Study)

The following example illustrates the escalation of enforcement through the audit process.

Application Audit Review No. 1

ABC Oil & Gas (ABC) files a routine application for a Category C oil battery. The licence is issued, and the application is chosen randomly for audit review. The review determines that ABC failed to provide the surface landowner with a project-specific information package. This is an unsatisfactory event in the Participant Involvement audit/inspection category.

Consequently, EUB Facilities Applications advises the licensee in writing of the following:

- An unsatisfactory event has been identified in the Participant Involvement audit/inspection category.
- The noncompliance is an initial Major Level 2.
- Corrective action is required to bring the licence into compliance.
- The initial Major Level 2 remains on ABC's compliance record with EUB Facilities Applications until 3 consecutive satisfactory audit reviews are completed or until 12 months elapse from the date of the enforcement letter with no further Major noncompliances in the Participant Involvement audit/inspection category. At such time, ABC's compliance record will revert to satisfactory status for the Participant Involvement audit/inspection category.
- ABC is required to submit an action plan that identifies the root cause of the noncompliance and the internal processes ABC will implement/change to prevent future noncompliance in the Participant Involvement audit/inspection category.
- A subsequent Major noncompliance in the Participant Involvement audit/inspection category prior to ABC's compliance record reverting to satisfactory will result in escalation to Major Level 3. Escalation will not occur if the subsequent Major noncompliance occurs within the 30-day interval designed to allow ABC time to find and remedy the noncompliance events in the Participant Involvement audit/inspection category. However, the Major noncompliance will be enforced.
- ABC is required to conduct an internal review to ensure compliance with *Guide 56* requirements at other sites and provide a summary of results, including voluntary self-disclosure of other noncompliances.

Application Audit Review No. 2

Four months later, ABC files a routine application for a Category C pipeline. The licence is issued and the application is chosen randomly for audit review. The review determines that ABC failed to provide notification to a Crown disposition holder. This is an unsatisfactory event in the Participant Involvement audit/inspection category. Facilities Applications compliance records indicate that ABC is currently at Major Level 2 for a previous noncompliance in the Participant Involvement audit/inspection category. No other audits have been completed since ABC's initial noncompliance. ABC is then advised of the following:

- A second noncompliance of the Participant Involvement audit/inspection category has been identified while ABC is currently at Major Level 2.
- The noncompliance is a second Major, resulting in escalation to Major Level 3.
- Corrective action is required to bring the licence into compliance.

- The Major Level 3 remains on ABC's compliance record with Facilities Applications until 3 consecutive satisfactory audit reviews are completed or until 12 months elapse from the date of the enforcement letter with no further Major noncompliance in the Participant Involvement audit/inspection category. At such time ABC's compliance record will revert to satisfactory for the Participant Involvement audit/inspection category.
- A subsequent Major noncompliance in the Participant Involvement audit/inspection category prior to ABC's compliance record reverting to satisfactory will result in escalation to Major Level 4. Escalation will not occur if the subsequent Major noncompliance occurs during the 15-day interval designed to allow ABC time to find and remedy the noncompliance events in the Participant Involvement audit/inspection category. However, the Major noncompliance will be enforced.
- ABC is required to conduct an internal review to ensure compliance with *Guide 56* requirements at other sites and provide a summary of results (including voluntary self-disclosure of other noncompliances).
- The noncompliance will be recorded on the EUB Corporate Compliance Data Management System and remain there for a period of two years.
- A senior company representative from ABC is required to meet with Facilities Applications to discuss and provide an action plan in writing that identifies the root cause of the noncompliance and the internal processes ABC will implement/change to prevent future noncompliance in the Participant Involvement audit/inspection category.

Application Audit Review No. 3

Two months later, ABC files for and receives a gas well licence. The Alberta Department of Energy (DOE) advises Facilities Applications that ABC did not acquire the mineral rights for the proposed gas drilling spacing unit. Facilities Applications initiates an immediate audit review and requests that ABC submit the audit documentation specifically for mineral and drilling spacing requirements within three hours of the request.

The audit review determines that ABC failed to acquire all the rights for the complete drilling spacing unit for the intended purpose of the well. This is an unsatisfactory event in the Wells Technical audit/inspection category. Facilities Applications compliance records indicate that ABC is currently at Major Level 3 for two noncompliances in the Participant Involvement audit/inspection category.

ABC is advised of the following:

- An unsatisfactory event has been identified within the Wells Technical audit/inspection category. As previous noncompliances were in the Participant Involvement audit/inspection category, this noncompliance will not result in escalating enforcement action.
- The noncompliance is an initial Major Level 2 in the Wells Technical audit/inspection category.
- Corrective action is required to bring the licence into compliance.
- The initial Major Level 2 remains on ABC's compliance record with Facilities Applications until 3 consecutive satisfactory audit reviews are completed or until 12 months elapse from the date of the enforcement letter with no further Major noncompliance in the Wells Technical audit/inspection category. At such time ABC's compliance record will revert to satisfactory for the Wells Technical audit/inspection category.

- ABC is required to submit an action plan that identifies the root cause of the noncompliance and the internal processes ABC will implement/change to prevent future noncompliance in the Wells Technical audit/inspection category.
- A subsequent Major noncompliance in the Wells Technical audit/inspection category prior to ABC's compliance record reverting to satisfactory will result in escalation to Major Level 3. Escalation will not occur if the subsequent Major noncompliance occurs during the 30-day interval designed to allow ABC time to find and remedy the noncompliance events in the Wells Technical audit/inspection category. However, the Major noncompliance will be enforced.
- ABC is required to conduct an internal review to ensure compliance with *Guide 56* requirements at other sites and provide a summary of results (including voluntary self-disclosure of other noncompliances).

Appendix 10 Surface Equipment Scenarios

On-site surface equipment determines facility licence requirements. To assist applicants in determining when an application is required, surface equipment scenarios are given below.

Case 1

A new facility will comprise a free water knock out, a separator, and a water disposal well. The inlet feed consists of oil (731 m^3/d), water (1169 m^3/d), and gas (66 $10^3m^3/d$), and the H_2S content of the gas stream is 25 mol/kmol. Oil and gas are recombined and pipelined to another battery, while the water is measured and disposed of at the facility site.

Action: Application is required for a licence as a sour satellite with an injection/disposal component. The primary purpose of the facility is to handle oil production and test individual well production; the process description (recombining after measurement and pipelined elsewhere) matches as the current definition of a satellite, and it is operationally acceptable to have a water disposal component associated with a satellite.

Case 2

An existing (licensed) compressor station (with 0.0 mol/kmol H_2S) is experiencing hydrocarbon dew point problems. A desiccant system is needed to produce pipeline spec gas. Condensate recovery will be less than 2 m^3/d. No other changes will occur (e.g., emissions, category and type).

Action: No application is required to install the dew point control system. It will remain a compressor station. The dew point control system is not recovering condensate volumes greater than 2 m^3/d (threshold volume as per the "Gas Processing Facility" definition, so no change to the current category type will occur).

Case 3

A Joules-Thomson (JT) unit is being installed for hydrocarbon dew point control.

Action: Provided the liquids recovery remains less than 2 m^3/d, the products are integrated into an outlet stream, and no additional emissions sources are generated, the facility would not be licensed as a processing plant. This applies to all desiccant, refrigeration, and JT units.

Case 4

A 50 kW compressor is added to an existing facility with greater than 0.01 mol/kmol H_2S.

Action: No application is required for the installation of one compressor less than 75 kW provided that the landowner has been notified and the facility continues to meet all applicable NO_x and noise requirements.

Case 5

Production from a single gas well is routed through an inlet separator where gas and liquids are measured and then recombined before entering the gas gathering system.

Action: A gas battery (Category C or D) application is required if H_2S is greater than 0.01 mol/kmol. No application is required if less than 0.01 mol/kmol of H_2S.

Case 6

Production from a single gas well (with 20 mol/kmol of H_2S) is routed through an inlet separator where gas and liquids are measured; the gas enters the gathering system, while the liquids are stored in a tank until trucked out. Tank vapours are tied to a flare system.

Action: A gas battery (Category C or D) application is required, as the H_2S content is greater than 0.01 mol/kmol.

Case 7

An existing tank farm requires reconfiguration where one tank will be discontinued, a liner will be installed in the dyke area, and the tank farm perimeter will be decreased.

Action: No application is required; however, the facility must continue to meet the storage requirements of *Guide 55*.

Case 8

An injection/disposal component is being added to an existing facility and/or well site.

Action: An application is required. If added to an existing facility, its original category and type are retained. If operating as a stand-alone process at a well site, it should be licensed as an injection/disposal facility.

Case 9

Installation of dehydration at an "exempt activity" facility where the H_2S content is less than 0.01 mol/kmol and no compression or gas processing is occurring.

Action: No application is required; however, if the H_2S exceeds 0.01 mol/kmol, an application for a Category C or D gas battery is required.

Case 10

A new facility with 0 mol/kmol of H_2S is being constructed and will include the installation of an amine unit for CO_2 removal.

Action: Application required for Category B gas processing plant.

Case 11

New flare or incinerator points are being added to an existing facility.

Action: Application required to amend the existing facility licence.

Case 12

Replacing existing flare or incinerator points with stacks of equal or greater height (or dispersion characteristics).

Action: No application required, since there will be no change to the category type or no increase in emissions.

Case 13

Surface equipment includes ESD, meter run, and line heater where the inlet gas H_2S is greater than 0.01 mol/kmol (10 ppm).

Action: No application required.

Case 14

A line heater is added to an existing Category C facility, and as a result, the total NO_x emissions increase but the category type remains the same.

Action: Licence amendment application required.

Case 15

A temporary electric compressor is required while the gas unit is under repair.

Action: No application required provided that the landowner has been notified and has no concerns.

Case 16

A single-well battery with 0.0 mol/kmol of H_2S is being modified to accommodate the increase in the H_2S content to 1.0 mol/kmol, and a flare system will be added.

Action: Application required for a Category C or D facility.

Case 17

An existing single-stage compressor is reconfigured to two-stage compression.

Action: No application required. The company must advise the local EUB Field Centre of the activity.

Case 18

An applicant intends to test an oil well (where the H_2S content of the solution gas is 25 mol/kmol) for a three-month test period.

Action: Application for a temporary Category C or D facility is required, and a licence must be obtained before well testing may commence (see *Guide 60*).

Case 19

An additional glycol pump is required at an existing Category C facility.

Action: No application required to install process pumps; only the installation of injection/disposal pumps will require licensing.

Case 20

The operator intends to use a trailer-mounted compressor for its operations.

Action: No application required if the unit is less than 75 kW, the total site compressor/pump load is less than 75 kW, and the compressor is to be utilized in a system where the H_2S content of the gas is less than 0.01 mol/kmol.

Case 21

A free-water knockout (FWKO) is required at a satellite location.

Action: No application required to install the FWKO; however, if there is an injection/disposal component associated with the FWKO, an application is required.

Case 22

The solution gas volumes at a Category C oil battery warrant conservation at this time. The operator proposes to conserve the solution gas by using it to generate electric power for the oil battery operations.

Action: The operator must receive approval from the EUB Utilities Branch (see *Guide 28*) for the installation of the equipment for the power generation portion of the project. The remaining equipment remains licensed under *Guide 56*. If selected for audit review, a copy of the utilities licence will be required.

Case 23

The solution gas volumes at an existing licensed oil facility warrant conservation at this time. The licensee proposes to conserve the solution gas by processing the solution gas stream and recovering liquids.

Action: The primary purpose of the facility is to handle oil production; it is the increase in solution gas volumes that warrants the addition of gas processing equipment. The licensee must amend its existing oil battery licence to reflect that conservation is now occurring and file a separate application (new) for the gas processing portion of the operation. In rare instances such as these, Facilities Applications will issue two separate licences for one surface location.

Case 24

A 56 kW water injection pump and water tank are being added to an existing facility.

Action: Application required to add the injection component.

Case 25

A metering station where the H_2S content of the gas is 25 mol/kmol also has separation equipment in place.

Action: An application is required for a Category C or D battery.

Case 26

An applicant intends to construct a multiwell oil battery that will require a nonregenerative sweetening process. The facility inlet is less than 1 t/d of sulphur.

Action: An application is required for a Category C multiwell oil battery.

Case 27

A long-term flare test (more than 21 days) is being conducted on a coalbed methane (CBM) well (H_2S content is 0.0 mol/kmol). Temporary facilities at the well site include a separator, measurement equipment, water storage tanks, and a flare or incinerator. Typical of CBM gas, there is no measurable H_2S content.

Action: No application is required. However, the licensee should disclose its intention to conduct longer-term testing as part of the well application consultation process. It must complete public notification as described in *Guide 60*, Section 3, prior to test flaring. If any concerns/objections to the longer-term test and/or test facilities are received, Facilities Applications may require an application.

Case 28

An operator intends to install a scavenging unit at an upstream oil or gas facility to treat gas with less than 0.1 t/d sulphur inlet. Additional equipment includes storage tanks and separators.

Action: The surface equipment as described requires a licence as a Category C oil or gas battery provided that liquid recovery remains less than 2 m^3/d.

Appendix 11

EUB Public Documents

1) Letter from the Chairman of the EUB

2) EUB Brochure: Understanding Oil and Gas Development in Alberta

October 2003

EUB Alberta Energy and Utilities Board

Calgary Office 640 – 5 Avenue SW Calgary, Alberta Canada T2P 3G4 Tel 403 297-8311 Fax 403 297-7336

A Letter from the Chairman of the EUB

Dear Neighbour,

I am writing to you because a representative of a petroleum company proposing development has recently approached you, and you may have questions. The company plans to make an application to the Alberta Energy and Utilities Board (EUB) for a facility, pipeline, or well (an energy development) on your lands or your neighbours' lands. The EUB requires the company to either notify or personally consult with you before obtaining a licence and provide you with information that may include the documents described below. Whether or not the documents are required, you may request them from the company.

EUB Public Information Documents—These include this letter, the brochure *Understanding Oil and Gas Development in Alberta*, *EnerFAQs No. 8: Proposed Oil and Gas Development—A Landowner's Guide* and four other EnerFAQs related to energy development. These documents contain information about your rights and options, as well as the roles and responsibilities of the EUB in the regulation of Alberta's energy developments and how we can help you.

Company's Information Package—This includes sufficient information about the proposed project so that you can understand the facts and potential impacts the proposal may have on you and your family. You will be asked to bring forward any questions or concerns you may have and to go over the specifics of the proposed development with the company representative. The company is required to answer all reasonable questions posed by you.

I encourage you to carefully review the information provided and to meet with company representatives to discuss the proposed development. The conversation should include any measures that could be put in place by the company to reduce potential impacts, alternatives to the proposal that may exist, and the overall future development proposed for your area.

If there are matters that cannot be resolved, the EUB can provide you with more information on its Appropriate Dispute Resolution (ADR) program, which includes EUB field facilitation and third-party mediation. Unresolved issues could ultimately result in the EUB holding a public hearing to consider the application. While the EUB encourages all parties to first attempt to cooperatively reach agreement, all should be aware that they have the right, at any time, to request that the EUB hold a public hearing.

If you have questions about our materials or our processes, please call the EUB for assistance at the numbers listed on the back of this letter.

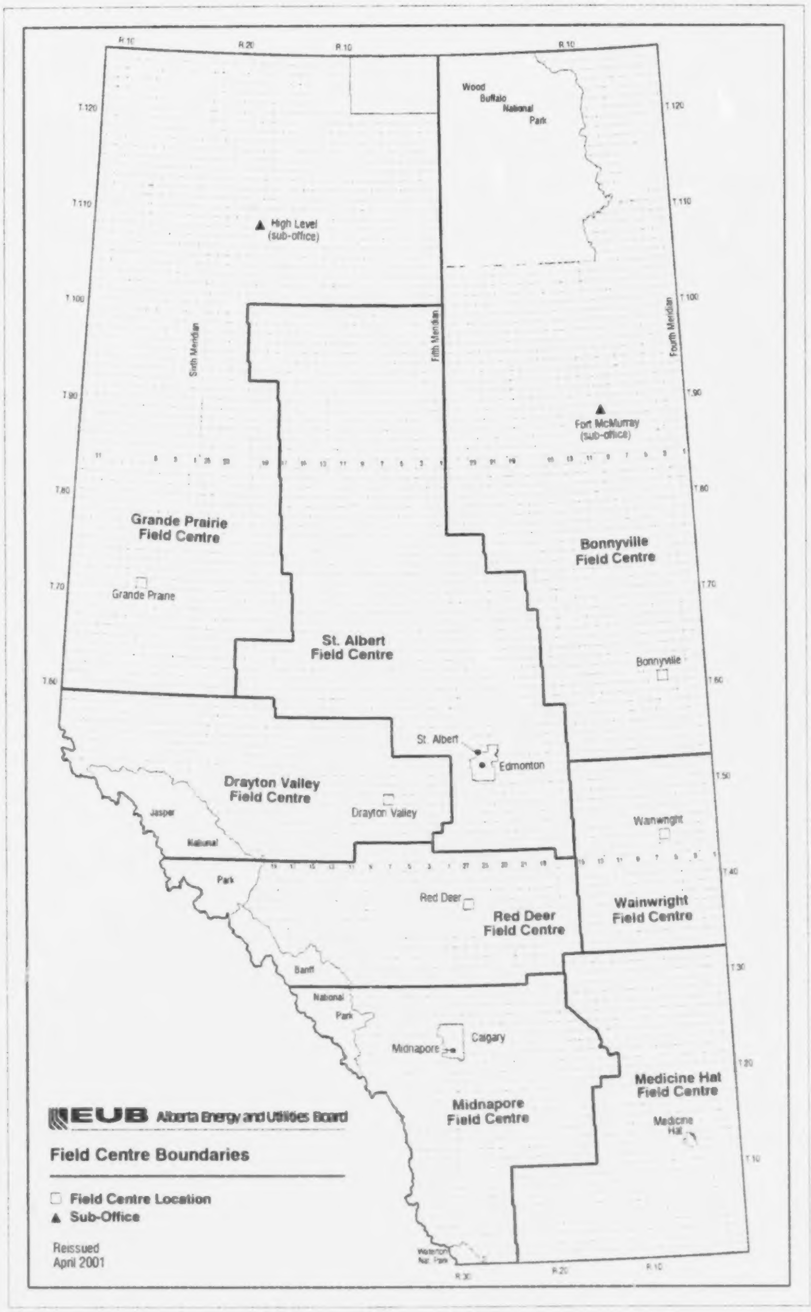
Additional information about the EUB and its regulations are on our Web site at www.eub.gov.ab.ca.

Sincerely,

Neil McCrank, Q.C., P.Eng.
Chairman

EUB Field Centres and Contacts

Field Centres
Bonnyville
(780) 826-5352
Drayton Valley
(780) 542-5182
Grande Prairie
(780) 538-5138
High Level
(780) 926-5399
Medicine Hat
(403) 527-3385
Midnapore
(403) 297-8303
Red Deer
(403) 340-5454
St. Albert
(780) 460-3800
Wainwright
(780) 842-7570
Fort McMurray Office
(780) 742-2032
Calgary Head Office
(403) 297-8311
Web site:
www.eub.gov.ab.ca
Information Services
(403) 297-8190
Facilities Applications Group, Calgary
Stephen Smith
(403) 297-8306
Agnes Wiechert
(403) 297-8201
E-mail address:
Guide56.help@gov.ab.ca



To call the above numbers toll free, dial 310-0000 and follow the prompts or ask the operator for the desired number.

EUB Brochure: Understanding Oil and Gas Development in Alberta

This brochure contains basic information to help you understand what sort of development is being proposed and how it affects you.

An oil and gas company representative has approached you and wants to conduct oilfield activities on or near your land. You and the company will be discussing the proposed development and its potential impact on you, as well as alternatives and measures to minimize impacts. You may also be negotiating a surface lease agreement (for example, on the location of a well and access road) and discussing compensation.

EUB Requirements and Expectations for Participant Involvement

The EUB believes that any individual, organization, community, or group with a stake in Alberta's energy resources is a participant, having both roles and responsibilities. All participants are encouraged to develop relationships that are respectful, responsive, and responsible. While other groups also have a stake in energy development, the three main participant groups are the public, industry, and the EUB.

The public: The EUB application process provides the public with an opportunity to share its questions and concerns with the company. There are many things the public, individually or collectively, can do to participate in the planning of proposed developments. Many communities have formed groups with members from industry and the EUB. These groups try to find ways to resolve issues at the local level. The company will provide you with contact information if there is a group in your area.

Industry: Industry is required to notify and if necessary consult with people whose rights may be directly and adversely affected by proposed development. Industry is expected to consult with other interested parties it identifies from a regional review of needs and issues. Industry is also expected to communicate with landowners and residents on a regular basis throughout the life of the project, which may be 30 years or longer.

The EUB: As the regulator of the energy industry, the EUB has the authority to approve or deny proposed energy developments in the province of Alberta and to place enforceable conditions on any licences issued. The EUB also assists individuals, communities, and other interested groups to understand the regulatory requirements and expectations and how they apply at the local level.

Your Rights and the Company's Rights

In Alberta, both the landowner and the company have rights.

Rights to information: Under EUB regulations, requirements, and guidelines, the company must provide information to all parties whose rights may be directly and adversely affected by a proposed project so they can fully understand what is being proposed. If you are concerned about surface impacts, the company must give you details about how and why it chose the proposed well site, pipeline route, and access road location. The company should also tell you what to expect in terms of equipment and operations during the production phase.

The company may provide any agreements you make with it, as well as records of discussions, to the EUB during the application process. That material becomes part of the EUB's record of the application, which is a public record available to anybody. In addition, information provided to the EUB (whether as part of the application process or otherwise) may be publicly available under the Freedom of Information and Protection of Privacy Act. The exception to this is agreements made in Appropriate Dispute Resolution, which are confidential.

Mutual rights to use the land: Most land in Alberta carries two titles and two sets of rights. The surface title gives the landowner full control of the land's surface and the right to work it. The mineral title gives the company or person who owns the minerals under that land the right to explore for oil and gas. In some situations, title to land will give the owner both the surface and the mineral rights. If title to the land is split, the mineral owner needs access to the land surface to drill and produce oil and gas.

Two important conditions apply to the company's right to explore. First, drilling and production activity must be done in a way that is environmentally and technically acceptable. Second, a company must operate in ways that minimize possible interference with the landowner's use of the land.

Planning an Oil or Gas Project

Selecting a Pipeline or Facility Location

When selecting a pipeline right-of-way or a facility site, the company must consider potential impacts on present and future land uses. The company must

- ensure that you understand what substance the pipeline is to transport or the facility is to handle,
- answer your questions on its plans for soil handling and reclamation, and
- address any other concerns you may have related to the proposed pipeline or facility.

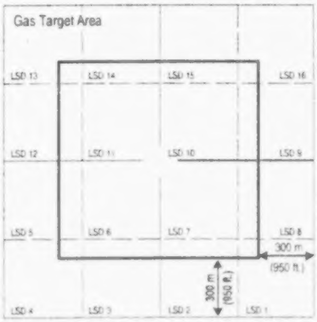
Selecting a Well Site

When selecting a well site, the company considers subsurface geology, land surface conditions, current and future land use, environmental sensitivity, and reclamation. Well spacing regulations provide requirements about where wells may be located.

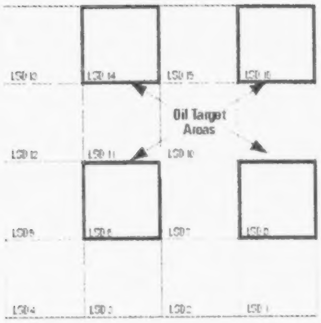
A **spacing unit** is the subsurface area that one well can drain. The spacing unit for oil wells in Alberta is normally one well per quarter section of land; for gas wells it is normally one well per section of land. However, reduced spacing and directional drilling are common practices in Alberta.

Inside the spacing unit is a **target area** where the bottom of the well should end.

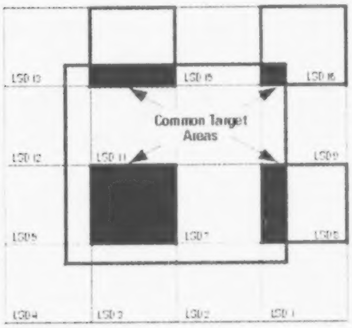
In the example below, the **gas target area** is the centre 100 hectares (250 acres) of the section. Keep in mind that the target area dictates the **subsurface** location for a well, not the **surface** location.



The **oil target area** is the northeastern 16 hectares (40 acres) of the quarter section, as shown in the example below.



Together, the oil and gas target areas overlap and form a **common target area**, as shown in the shaded portions of the figure below. Many companies prefer to drill the common target area if there is a chance to encounter both oil and gas.

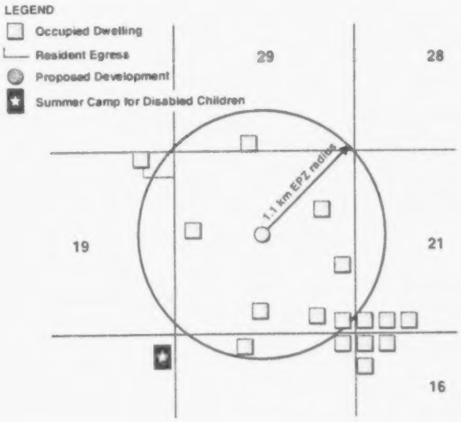


If you disagree with a proposed well location, you may ask the company representative to sketch the spacing unit and target area for the well. This will help you determine if there is flexibility for moving the well site.

Consultation

In many instances it is appropriate for a company to complete public consultation and notification beyond the minimum requirement stated in EUB *Guide 56: Energy Development Application and Schedules*. The following figure illustrates how a company expanded its participant involvement program beyond the minimum requirement to take into account the special needs and circumstances of the community.

During the initial planning stage of a well, a company began preliminary development of its participation involvement program using the minimum public consultation and notification requirements. With further development of the participant involvement program, the company identified that the minimum requirements would not take into account egress of the resident just outside the northwest area of the development, residents in the community to southeast of the development, or the special needs of the summer camp for disabled children located in the southwest.



The company then adapted its participant involvement program to include the residents, summer camp, and community. By including all the parties during the initial planning stages, the company was able to identify and address the concerns raised by the residents and summer camp prior to its application to the EUB.

Having Your Say

Landowners, residents, and communities that have concerns related to the development of Alberta's energy resources should become involved as early as possible in the development planning process. It is usually easier to resolve issues at the local level before they become matters of greater concern. Ongoing dialogue also builds trust and is one way for you to have greater influence on energy development.

The table on the next page shows a number of options available to help you resolve concerns about proposed development. As a landowner or resident, there are several key points in the application process when your questions and concerns may be addressed. Note, though, that you have the right to expect any reasonable concerns to be promptly addressed at any point during this process and at any time during the life of the project.

Usually, a company will offer to consult with you at your home. If you and the company cannot resolve your concerns, either party may ask an EUB staff member to facilitate a meeting or meetings between you and the company. This is "field facilitation."

If objections continue to be unresolved, you or the company may request that the EUB arrange for a third-party mediator to assist you. This is part of the Appropriate Dispute Resolution (ADR) process. The company may also request a hearing at this time. If you can resolve issues through such discussions with the company, with or without a facilitator or mediator, you may find that you have greater influence on project planning and reducing its impacts.

However, if objections cannot be resolved, the application may go to an EUB hearing, where the matter will be decided by the EUB Board.

If you show the EUB, through a written submission, that your rights may be directly and adversely affected if the Board approves a proposed energy development and you have been unable to resolve your concerns through field facilitation or ADR, you may trigger a public hearing.

The EUB examines each submission on its own merits to determine the potential impacts on you, taking into account the following factors:

- Does the proposed project have the potential to affect safety or economic or property rights? Examples of such impacts include negative effects from contaminants in water, air, or soil or from noise; negative interference with livelihood or commercial activity on the land; damage to property; and concerns for the safety of persons or animals.
- Are you affected in a different way or to a greater degree than members of the general public?
- Are you able to show a reasonable and direct connection between the activity complained of and the rights or interests you believe to be affected?

By considering your submission in this way, the EUB can determine if you may be directly and adversely affected by the proposed development.

Having Your Say: Options for Resolving Concerns

Step One	Option One	Option 2	Option 3
Required Consultation or Notification	**ADR - Field Facilitation**	**ADR - Third-Party Mediation**	**EUB Hearing**
Guide 56 requires industry to notify or consult with those persons whose rights may be directly and adversely affected by proposed developments.	If you have concerns after the required consultation process, an EUB field inspector may be asked to assist. Either you or the company may make this request. Field facilitation is the first stage of the Appropriate Dispute Resolution (ADR) process and is optional.	If your concerns remain unresolved, a neutral third-party mediator may be brought in to assist. This is the next stage of the ADR process and is also optional. Agreements made in ADR are confidential. This option may be chosen even if a hearing has been scheduled. It is possible to avoid a hearing if concerns are resolved at this stage.	If third-party mediation fails to resolve your concerns, the matter may go to an EUB public hearing for a decision.

Required EnerFAQs

The EUB has put together a number of EnerFAQs on topics of general interest to the public. Regardless of whether the proposed development is a well, pipeline, or facility, the company must either provide or offer the following EnerFAQs:

- No. 4: All About Critical Sour Wells
- No. 5: Explaining EUB Setbacks
- No. 6: Flaring
- No. 8: Proposed Oil and Gas Development—A Landowner's Guide
- No. 9: Animal Health

EnerFAQs continue to be published on topics of general interest to the public. As new EnerFAQs related to energy development become available they will be posted to the *Guide 56* Web page.

EnerFAQs may also be obtained from the EUB Web site at www.eub.gov.ab.ca or by contacting EUB Communications at (403) 297-8311.

EUB Field Centres and Contacts

Field Centres

Bonnyville
(780) 826-5352
Drayton Valley
(780) 542-5182
Grande Prairie
(780) 538-5138
High Level
(780) 926-5399
Medicine Hat
(403) 527-3385
Midnapore
(403) 297-8303
Red Deer
(403) 340-5454
St. Albert
(780) 460-3800
Wainwright
(780) 842-7570

Fort McMurray Office
(780) 742-2032

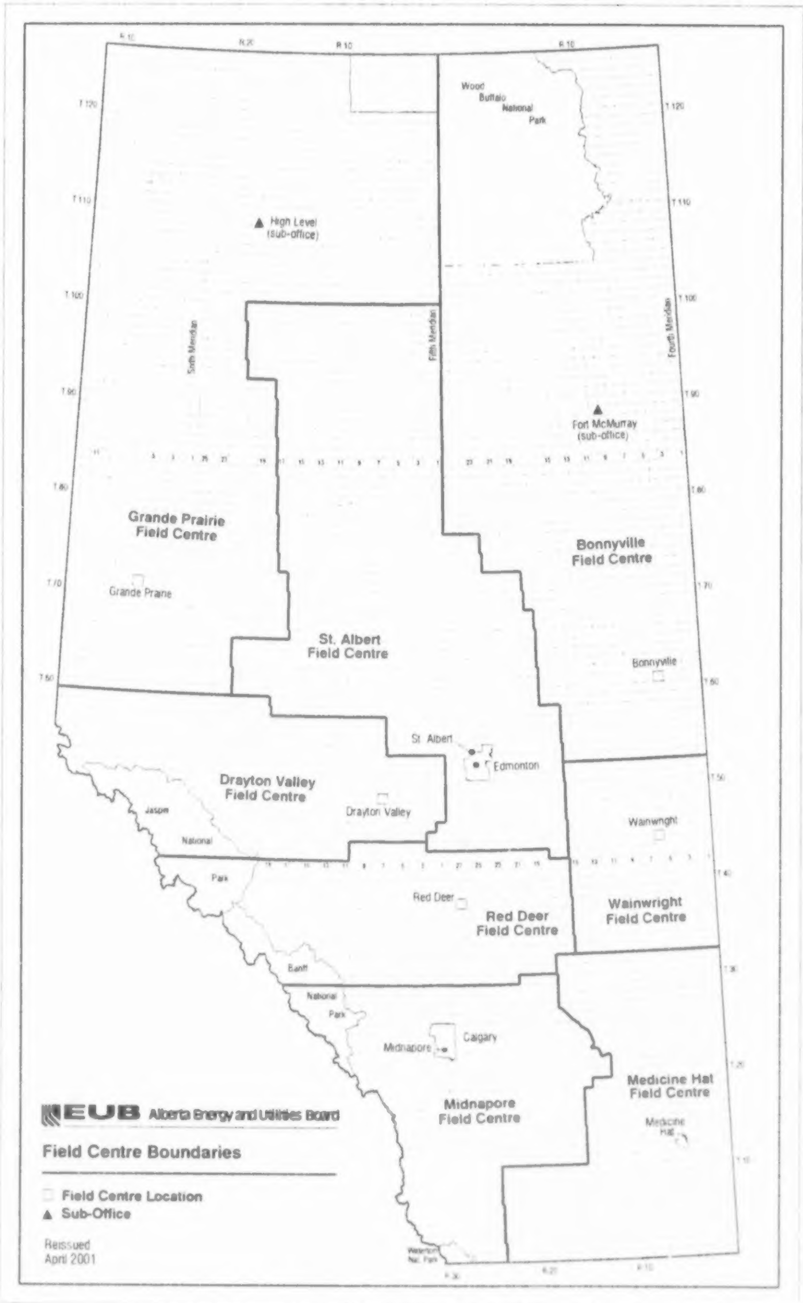
Calgary Head Office
(403) 297-8311

Web site:
www.eub.gov.ab.ca

Information Services
(403) 297-8190

Facilities Applications Group, Calgary
Stephen Smith
(403) 297-8306
Agnes Wiechert
(403) 297-8201

E-mail address:
Guide56.help@gov.ab.ca



To call the above numbers toll free, dial 310-0000 and follow the prompts or ask the operator for the desired number.

Appendix 12 Understanding the Participant Involvement (PI) Process

This appendix outlines the rationale and both the required and suggested stages of the Participant Involvement process. It is intended to provide the energy industry with requirements and expectations to assist in participant involvement efforts, both in advance of submitting an application for energy development and throughout the life of a project.

The EUB, acting in the public interest, intends to raise the regulatory standard for communications between industry and the public and between companies with respect to participant involvement.

"Participant involvement" is an umbrella term encompassing all aspects of public, industry, and regulator interactions and communications for oil and gas development. It implies that each organization, community, group, and individual with a stake in the discovery, development, and delivery of Alberta's resources is a participant and as such has both specific roles and responsibilities. While the three main participant groups in energy development are industry, the public, and the EUB, it is recognized that other groups also have a stake in energy development.

Participant involvement is about fostering relationships among all participants that are respectful, responsive, and responsible. Such interactions demonstrate transparency, fairness, consideration of one another's concerns and pressures, and a commitment to work toward mutually satisfactory resolutions.

Roles and Responsibilities

Industry – Industry's role in PI is to help individuals and other companies to understand the proposed development and the impact it may have upon them. Industry's responsibility is to make a reasonable effort to resolve concerns prior to filing an application. The nature and extent of the applicant's obligation to consult with and notify persons whose rights may be directly and adversely affected depends upon the nature of the proposed development and the extent of likely impacts on those affected. As such, the requirements detailed in *Guide 56* should be viewed as a minimum and may not be sufficient to address all circumstances.

The Public - The EUB application process provides the public with an opportunity to engage with the applicant and to address concerns/objections. There are many steps that the public, individually or collectively, can take to participate in the planning of proposed developments. Early involvement in informal discussions with industry may lead to greater influence on project planning and mitigation of impacts. Accordingly, the public is strongly encouraged to participate in ongoing issue identification, problem solving, and planning with respect to local energy developments. The public is expected to be sensitive to the timing constraints on the applicant.

The EUB - All concerns/objections regarding applications made by persons whose rights may be directly or adversely affected by an approval will be considered by the EUB (Energy Resources Conservation Act, Section 26).

As the regulator of the energy industry, the EUB has the authority to approve or deny proposed energy developments and to decide which parties have standing in cases of outstanding concerns/objections.

The EUB assists all stakeholders to understand the regulatory requirements and expectations and how they apply at the local level. The EUB works with multistakeholder groups to clarify regulatory issues, suggest problem-solving approaches, and facilitate communication.

The EUB also supports issue mitigation and conflict resolution. It sponsors and encourages the use of innovative approaches to resolving concerns and conflicts, such as the Appropriate Dispute Resolution (ADR) program. If resolution cannot be reached at the local level, parties whose rights may be directly and adversely affected may request an EUB hearing.

Participant Involvement Process

The participant involvement process should begin at the conceptual stage and proceed in various forms through to abandonment and reclamation of the site. It is not limited to the pre-application stage of the project. During the participant involvement process, the applicant may move through five stages, depending on the complexity of the project and whether objections or concerns arise. Figure A1 details the EUB's suggested participant involvement process and alternatives for dealing with public concerns/objections.

- Stage 1: Planning oil and gas development proposal
- Stage 2: Identifying and engaging potentially directly and adversely affected parties
- Stage 3: Addressing concerns/objections
- Stage 4: Addressing unresolved concerns/objections
- Stage 5: Obtaining EUB disposition

Stage 1: Planning oil and gas development proposal

Stage 1 of the participant involvement process begins with the applicant identifying the type of energy development required to meet its needs. Once that has been determined, the company is able to begin developing the appropriate personal consultation and notification program and information packages suited to the proposed energy development.

The applicant then prepares a personal consultation and notification program, which is essential prior to filing an energy development application. The EUB expects that the level of participant involvement will be based on the complexity of and area sensitivities to the proposed project.

Guide 56 defines two types of participant involvement: personal consultation and notification. The purpose of personal consultation is to inform parties whose rights may be directly and adversely affected by the proposed application by

- distributing a project description and the EUB public information package;
- identifying potential impacts;
- responding to questions and concerns;

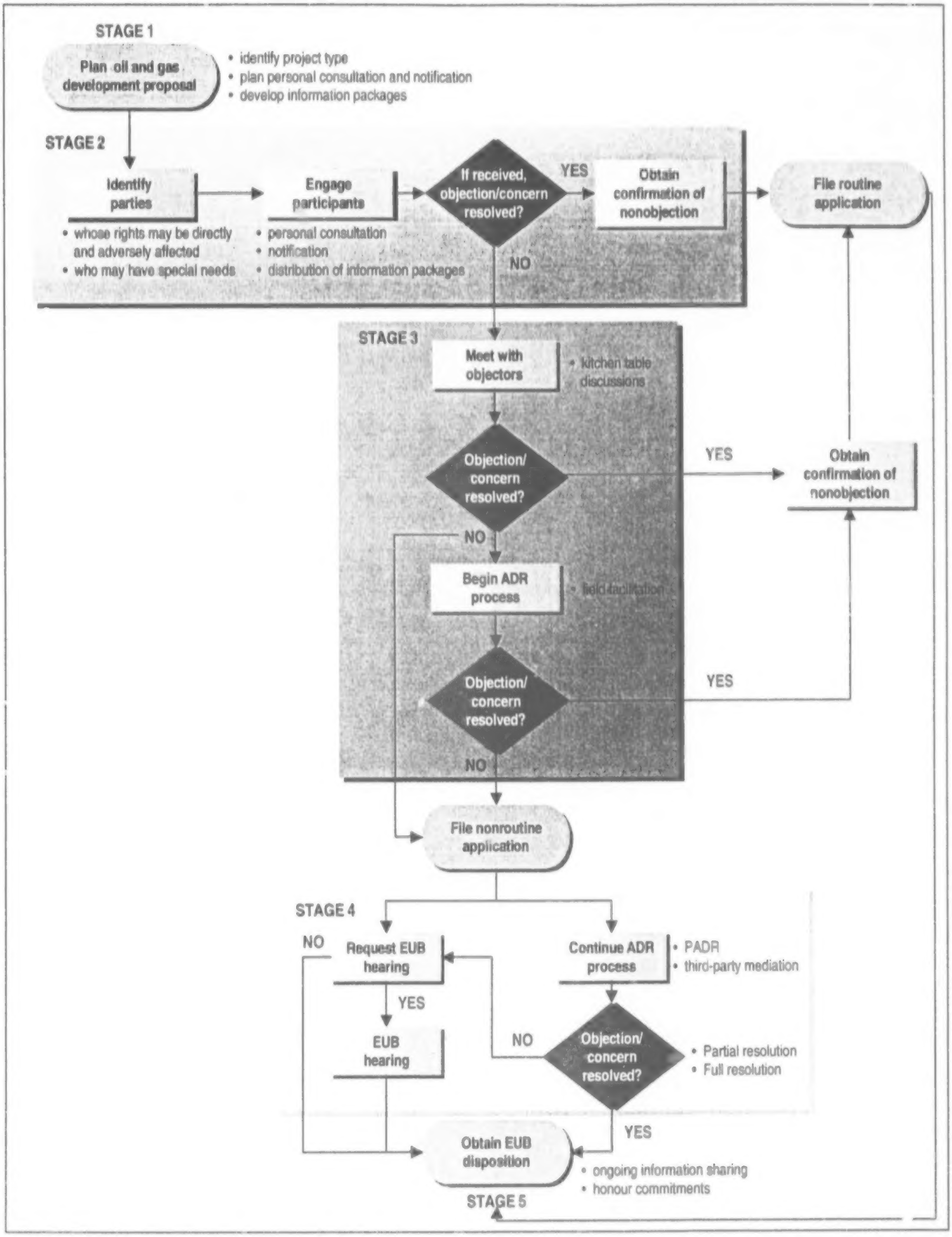

STAGE 1
Plan oil and gas development proposal
• identify project type
• plan personal consultation and notification
• develop information packages
STAGE 2
Identify parties
• whose rights may be directly and adversely affected
• who may have special needs
Engage participants
• personal consultation
• notification
• distribution of information packages
If received, objection/concern resolved?
YES
Obtain confirmation of nonobjection
File routine application
NO
STAGE 3
Meet with objectors
• kitchen table discussions
Objection/ concern resolved?
YES
Obtain confirmation of nonobjection
NO
Begin ADR process
• field facilitation
Objection/ concern resolved?
YES
NO
File nonroutine application
STAGE 4
NO
Request EUB hearing
YES
EUB hearing
Continue ADR process
• PADR
• third-party mediation
NO
Objection/ concern resolved?
• Partial resolution
• Full resolution
YES
Obtain EUB disposition
• ongoing information sharing
• honour commitments
STAGE 5

Figure A1. Participant Involvement Process

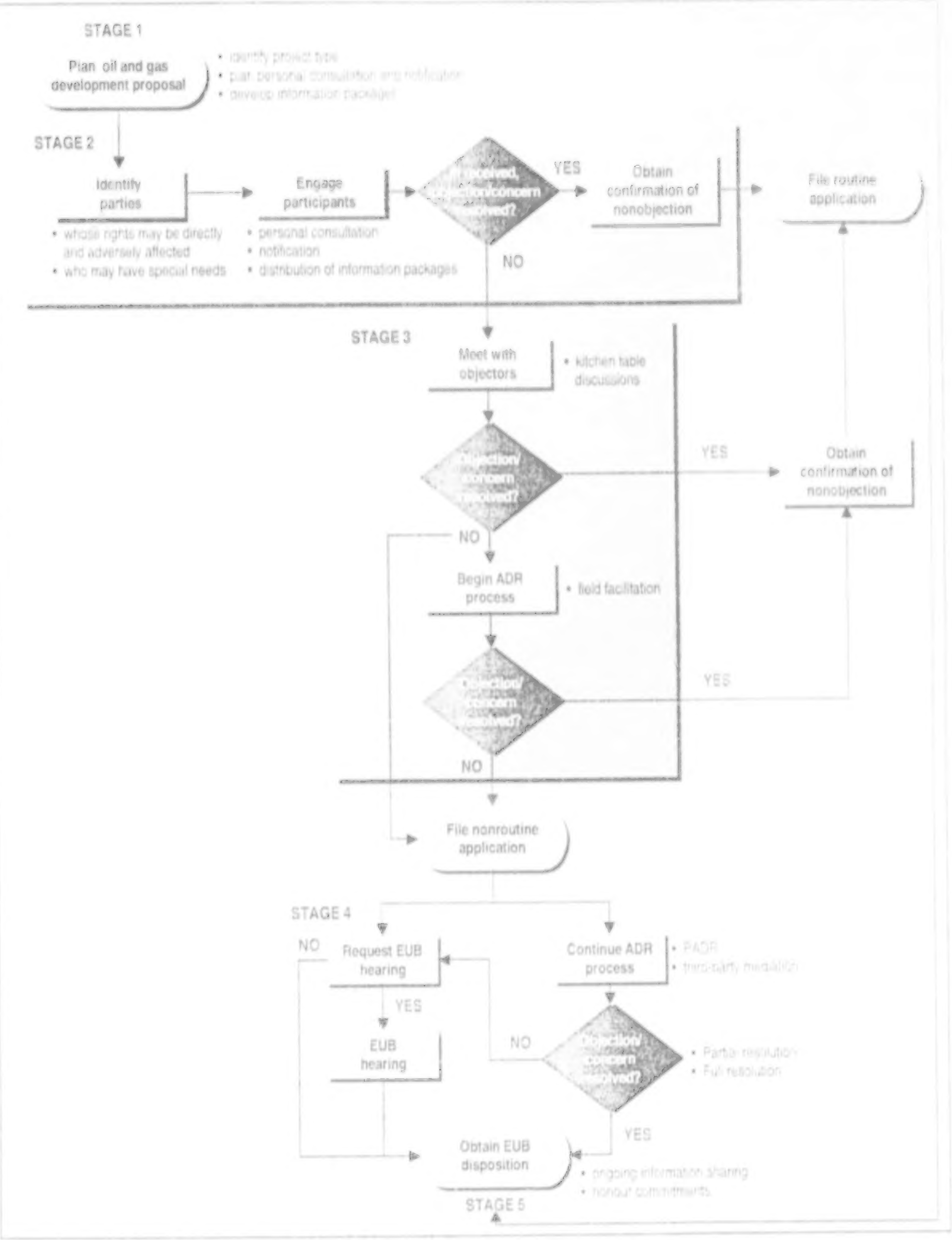

STAGE 1
Plan oil and gas development proposal
• identify project type
• plan personal consultation and notification
• develop information packages
STAGE 2
Identify parties
• whose rights may be directly and adversely affected
• who may have special needs
Engage participants
• personal consultation
• notification
• distribution of information packages
Received objection/concern resolved?
YES
Obtain confirmation of nonobjection
File routine application
NO
STAGE 3
Meet with objectors
• kitchen table discussions
Objection/concern resolved?
YES
Obtain confirmation of nonobjection
NO
Begin ADR process
• field facilitation
Objection/concern resolved?
YES
NO
File nonroutine application
STAGE 4
NO
Request EUB hearing
YES
EUB hearing
Continue ADR process
• PADR
• third-party mediation
NO
Objection/concern resolved?
• Partial resolution
• Full resolution
YES
Obtain EUB disposition
• ongoing information sharing
• honour commitments
STAGE 5

Figure A1. Participant Involvement Process

- discussing options, alternatives, and mitigating measures; and
- seeking confirmation of nonobjection through cooperative efforts.

Notification differs from personal consultation in that communication takes place through written correspondence rather than face-to-face or telephone conversations.

When planning a personal consultation and notification program, the applicant is expected to speak with both local residents and other licensees to develop an effective participant involvement program engaging, at an early stage of planning, both potentially directly and adversely affected persons and those who have indicated an interest. Local authorities, EUB Field Centre staff, and the applicant's previous knowledge of the area may help identify needs in the community.

In some areas of the province, public expectations regarding personal consultation and notification may be higher than in others. For example, when an applicant is new in an area, it should consider introducing itself to landowners who may be affected by its energy projects. Visits in conjunction with written material on its area projects might initiate two-way dialogue and set a positive tone for future dealings. In areas with a history of conflict between landowners and industry, increased communication and fresh efforts and approaches may be more effective than minimal contact.

The applicant is expected to be sensitive to the timing constraints on the public (e.g., planting, harvesting, calving seasons and statutory holidays), to minimize the cumulative impacts of energy development and to show that they have applied good planning practices with respect to the public and the environment.

During the planning of its participant involvement program, the applicant will have assessed its need to reach a broader public forum and may have determined that an information session or public open house meeting is required. When holding broader public meetings or open houses, the applicant must disclose the same project-specific information as it would have to those involved in personal consultation and notification.

If the proposal is part of a larger project, the applicant is expected to discuss the entire project and to explain how it complements other energy development in the area.

Once the applicant has developed its personal consultation and notification program, it is required to provide information to all parties identified for inclusion in its participant involvement program. For all parties this includes the applicant's project-specific information package and the letter from the Chairman of the EUB. Where personal consultation and confirmation of nonobjection are required, the applicant must also provide the brochure *Understanding Oil and Gas Development in Alberta* and *EnerFAQs No. 8: Proposed Oil and Gas Development—A Landowner's Guide* and offer EnerFAQs No. 4, 5, 6, and 9. Where notification is required, *Understanding Oil and Gas Development in Alberta* and EnerFAQs No. 4, 5, 6, 8, and 9 must be offered.

Stage 2: Identifying and Engaging Potentially Affected Parties

The applicant must identify all parties whose rights may be directly and adversely affected and include them in the participant involvement program. This includes parties with a direct interest in land, such as landowners, residents, occupants, other industry players, local authorities, municipalities, and other parties who have a right to practice an activity on the land, such as Crown disposition holders.

When determining if an individual is one whose rights may be directly and adversely affected, the EUB considers the following factors:

- Does the proposed project have the potential to affect safety or economic or property rights? Examples of such impacts include negative effects from contaminants in water, air, or soil or from noise; negative interference with livelihood or commercial activity on the land; damage to property; and concerns for the safety of persons or animals.

- Is the individual affected in a different way or to a greater degree than members of the general public?

- Is the individual able to show a reasonable and direct connection between the proposed development and the rights or interests he/she believes to be affected?

The applicant must also include people with special needs who reside in the area, especially those with pre-existing medical conditions and who may require evacuation assistance. While these people are to be included, sensitive materials and information should be kept confidential.

The applicant is then required to engage those parties identified for inclusion in the participant involvement program. Engagement includes personal consultation with and notification to all parties whose rights may be directly and adversely affected. Engagement also means that the involvement process is conducted in a respectful, fair, and transparent manner in both the preapplication stage and throughout the life of the project.

Beyond those with whom the applicant is required to engage, the applicant is also expected to involve other parties who express an interest in the proposed development, whether they are located inside or outside the minimum radius outlined in Tables 5.1, 5.2, 6.1, 6.2, and 7.1. Such involvement provides them the opportunity to obtain project-specific information and to understand its possible impacts.

Stage 3: Addressing Concerns/Objections

Prior to filing an application, the applicant must address all questions, objections, and concerns regarding the proposed development and attempt to resolve them. This includes concerns and objections raised by members of the public, industry, government representatives, First Nations, Métis, and other interested parties.

If there are no outstanding concerns/objections and a confirmation of nonobjection has been obtained if required, the applicant may file a routine application. If there are outstanding concerns/objections, the applicant may either attempt to resolve objections or file a nonroutine application with the EUB.

To address unresolved concerns/objections, the applicant may choose to

- meet again with objectors and attempt to resolve issues through informal "kitchen table" discussions,
- contact the nearest EUB Field Centre to request field facilitation,
- pursue resolution through a formalized ADR process, or
- request a public hearing.

These options are defined in the discussion of ADR on the next page.

Stage 4: Addressing Unresolved Concerns/Objections

If concerns/objections remain unresolved, the EUB recommends that all applicants move to Stage 4 of the participant involvement process, which includes a Preliminary ADR (PADR) meeting and third-party mediation. At the same time, an applicant may request an EUB hearing.

If concerns/objections continue to remain unresolved, the EUB decides the best course of action, which may include denying the application, dismissing the objection, or holding a public hearing.

Stage 5: Obtaining EUB Disposition

Some types of EUB dispositions are granting a licence, denying an application, or issuing a hearing decision. All of these possible outcomes affect participants engaged earlier in the process.

Therefore, the applicant must always close the participant involvement loop even if the application is withdrawn. After disposition of the application, the applicant is expected to explain the disposition to potentially directly and adversely affected parties. This should include information on what will be done next and an explanation of how the applicant will meet any commitments made at any point of the participant involvement process, with an emphasis on ongoing information sharing.

Appropriate Dispute Resolution

The EUB's ADR program (Figure A2) may be used to deal with concerns raised at the participant involvement stage for any Guide 56 application. Disputes might arise between the public, landowners, and stakeholders on the one hand and a company on the other or between competing companies. The main intention of the ADR program is to assist interested parties to develop a clear understanding of concerns and issues, discuss their interests, and then develop options for resolution. With the assistance of EUB staff and/or an independent third-party professional, parties meet and try to resolve their dispute.

EUB Staff Facilitation

EUB staff facilitation is an informal process in which staff assist the parties to understand regulatory requirements and generate mutually agreeable options. The use of EUB staff as facilitators normally occurs prior to submission of a licence application but after the company has attempted to negotiate resolution. EUB staff normally assist through direct meetings but may be able to assist in resolution through phone calls to each of the parties.

If attempts at direct negotiations break down or become problematic, EUB staff will strongly encourage parties in a public-industry dispute to proceed to a PADR meeting. The EUB expects parties in an industry-industry dispute to proceed to PADR. Participation in ADR does not preclude access to an EUB hearing or diminish the rights of the parties.

Use of Third-Party Professionals

The use of third-party professionals typically occurs after a nonroutine licence application has been filed. Third-party professionals are also used where relationships, trust, or values are difficult to foster or there are multiple parties involved.

The first step of this component of the ADR program is a PADR meeting in which parties, assisted by a professional mediator, discuss procedures and reach agreement on the next steps required to resolve their dispute. PADR can occur simultaneously (parallel path) with the EUB's nonroutine licensing process if, for example,

- it is difficult to engage parties,
- there are concerns about timelines and an EUB hearing date may be required, or
- there are uncertainties about who should participate.

If partial resolution or no resolution results from the facilitation, mediation, or other ADR alternative, then an EUB disposition will be required.

The ADR program is detailed in *EUB Informational Letter (IL) 2001-01: Appropriate Dispute Resolution (ADR) Program and Guidelines for Energy Industry Disputes*. Additional information on the use of ADR and its results are found on the ADR Web page. Questions regarding the ADR program may be directed to the ADR coordinator or to members of the stakeholder committee listed on the Web site.

EUB Hearings

Any person, organization, or company may show through a written submission to the EUB that its rights may be directly and adversely affected by a proposed energy development. If parties have tried to resolve outstanding concerns/objections on their own through negotiations or ADR without success, that person, organization, or company may trigger a public hearing. The party seeking to trigger a hearing must provide information to the EUB Board to show that it has rights that may be directly and adversely affected by the Board's decision on the application. The Board does not deal with disputes related to surface rights and compensation; these are reviewed by the Alberta Surface Rights Board.

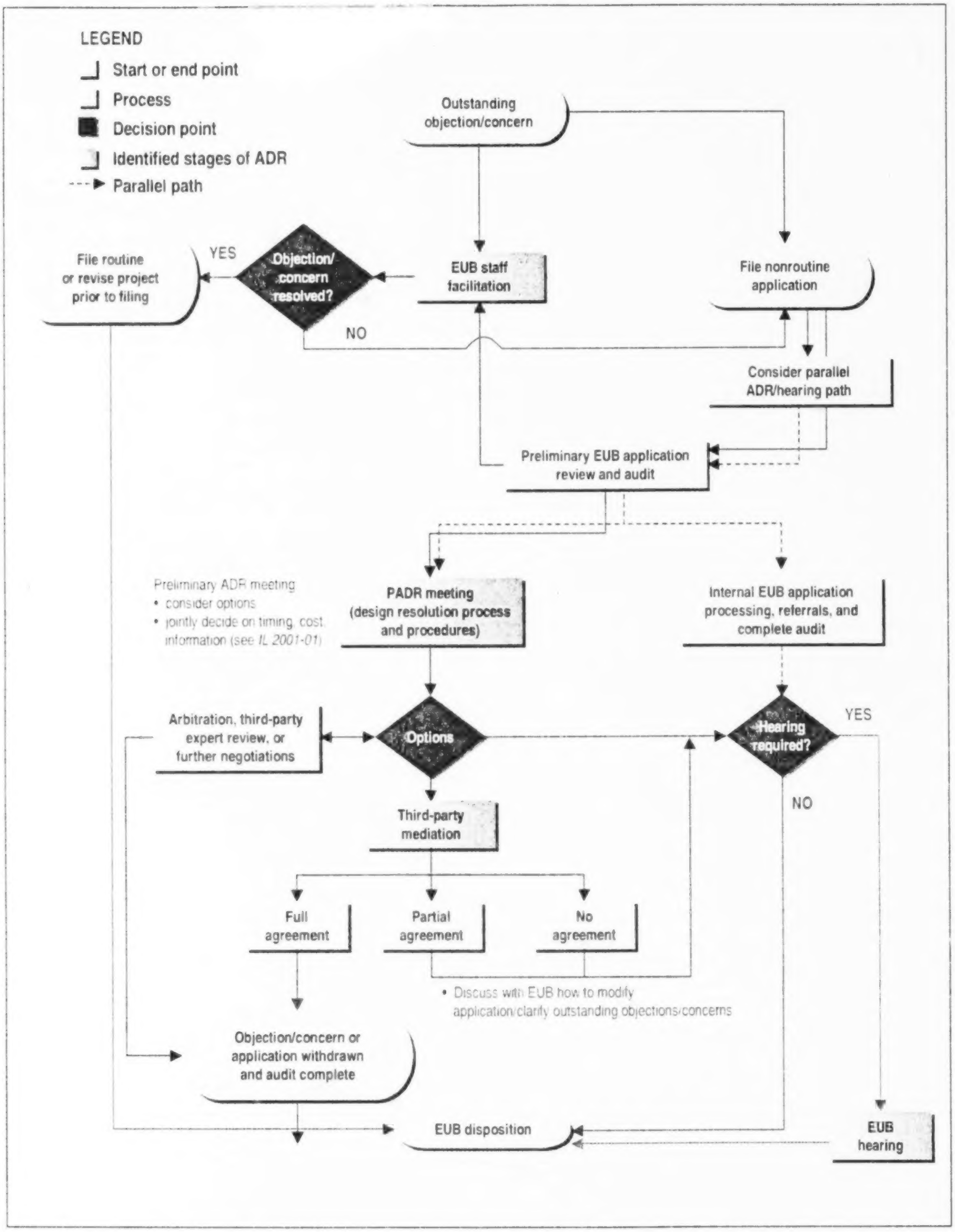

LEGEND
Start or end point
Process
Decision point
Identified stages of ADR
Parallel path
Outstanding objection/concern
File routine or revise project prior to filing
YES
Objection/ concern resolved?
EUB staff facilitation
File nonroutine application
NO
Consider parallel ADR/hearing path
Preliminary EUB application review and audit
Preliminary ADR meeting
• consider options
• jointly decide on timing, cost, information (see IL 2001-01)
PADR meeting (design resolution process and procedures)
Internal EUB application processing, referrals, and complete audit
Arbitration, third-party expert review, or further negotiations
Options
Hearing required?
YES
NO
Third-party mediation
Full agreement
Partial agreement
No agreement
• Discuss with EUB how to modify application/clarify outstanding objections/concerns
Objection/concern or application withdrawn and audit complete
EUB disposition
EUB hearing

Figure A2. ADR Process

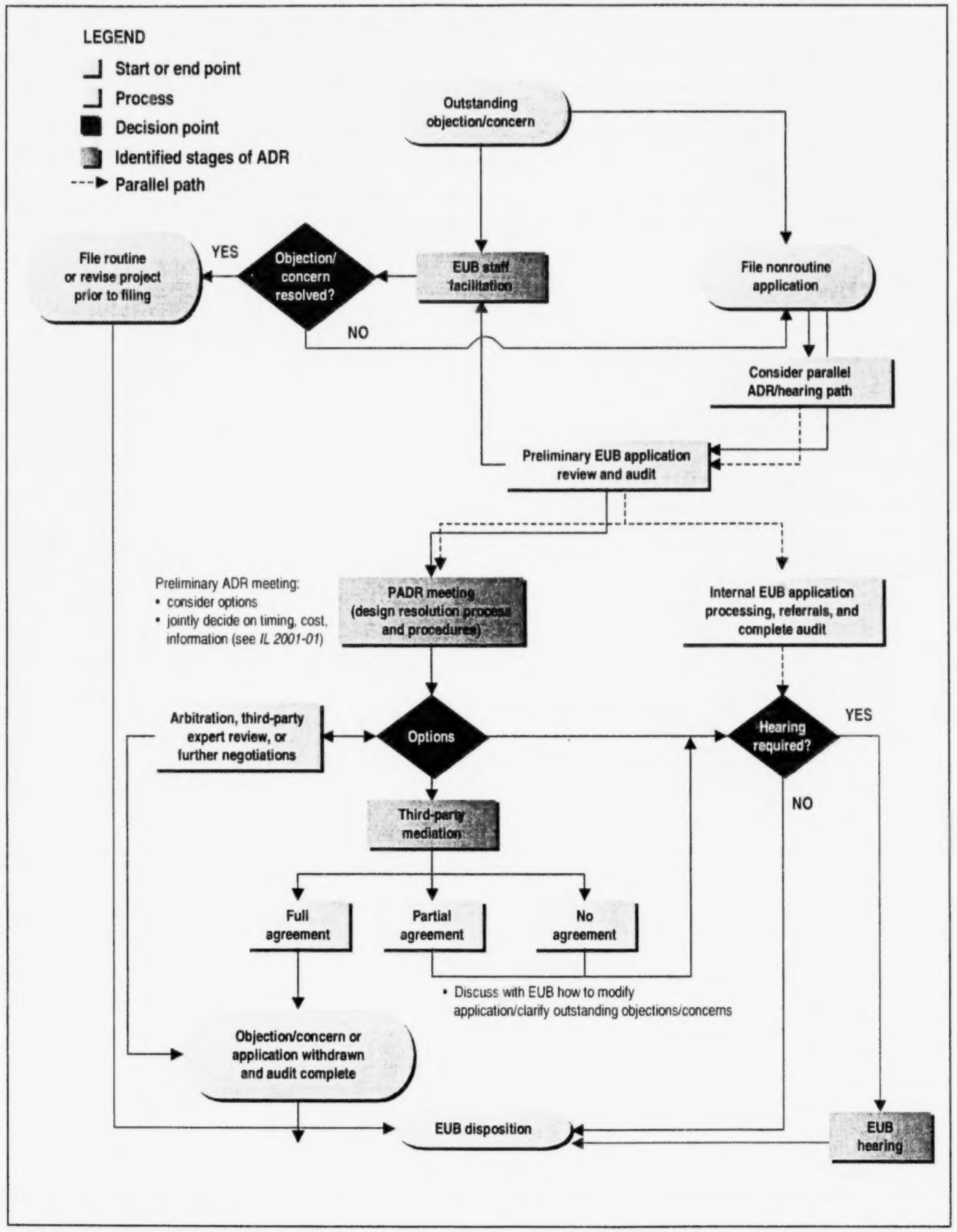

LEGEND
Start or end point
Process
Decision point
Identified stages of ADR
Parallel path
Outstanding objection/concern
File routine or revise project prior to filing
YES
Objection/ concern resolved?
EUB staff facilitation
File nonroutine application
NO
Consider parallel ADR/hearing path
Preliminary EUB application review and audit
Preliminary ADR meeting:
• consider options
• jointly decide on timing, cost, information (see IL 2001-01)
PADR meeting (design resolution process and procedures)
Internal EUB application processing, referrals, and complete audit
Arbitration, third-party expert review, or further negotiations
Options
Hearing required?
YES
NO
Third-party mediation
Full agreement
Partial agreement
No agreement
• Discuss with EUB how to modify application/clarify outstanding objections/concerns
Objection/concern or application withdrawn and audit complete
EUB disposition
EUB hearing

Figure A2. ADR Process

The EUB examines each submission on a case-by-case basis to determine the potential impacts on the person(s) in question. If the Board determines that you may be directly and adversely affected by its decision, it considers that you have standing to appear at a hearing.

Once a hearing has been triggered, other interested parties, including parties that may not have standing, may participate in the hearing. Parties that do not have standing but participate in the hearing do not qualify for costs. Note that if the party that triggers the hearing withdraws from the hearing and no other party has standing, the Board may grant the application and cancel the hearing.

If the EUB decides that it is necessary to hold a hearing to consider an application, it issues a notice of hearing directly to all persons and organizations potentially directly and adversely affected by the application to inform them of the hearing and allow them to file their submissions with the EUB. A notice may also be published in the local newspaper to inform the general public. After considering input from the participants, the EUB decides whether the hearing will be oral or written.

For more detail regarding the EUB hearing process, see *Guide 29: Energy and Utility Development Applications and the Hearing Process*.